



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: 5146	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$40,000.00
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 02/11/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$120,000.00
	CURRENT TERM TOTAL COST: \$40,000.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Dick Buss & Associates LLC	VENDOR #: 32776	DEPT: DuPage ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Dick Buss	VENDOR CONTACT PHONE: 800-347-2104	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: dbuss@dba-llc.com	VENDOR WEBSITE:	DEPT REQ #: 926008	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Request for approval of Purchase Order 926008 to Dick Buss & Associates for deep cleaning of 9-1-1 dispatch equipment and furniture within the two PSAPs (ACDC and DU-COMM) a total of two (2) times per year for the period of March 10, 2026 through March 9, 2029. Total per cleaning is \$20,000.00, for a total annual amount of \$40,000.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Using certified console cleaners will help maintain a healthy environment for PSAP staff and extend the life of the equipment. The centers are live during the process, with 1-2 consoles being cleaned at a time depending on how many TCs are working.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. N/A
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). N/A

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF FACTORY-AUTHORIZED WARRANTY SERVICE
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. Dick Buss & Associates LLC is a certified vendor for PSAP centers cleaning. As maintainers of the furniture and console equipment, they also check for loose or missing hardware, and inspect and replace serviceable parts. After the service has been completed, console reports and pictures are provided detailing the work done on each console.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not. Watson Consoles were chosen and purchased by and for ACDC and DU-COMM through Dick Buss & Associates, who as channel partners, are certified service providers and maintainers for Watson Consoles.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted. Per the attached sole source letter, use of any company or organization that is not certified by Watson Consoles will void the warranty on the console furniture installed in the PSAPs.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Dick Buss & Associates LLC	Vendor#: 32776	Dept: DuPage ETSB	Division:
Attn: Dick Buss	Email: dbuss@dba-llc.com	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 711 N. Lynndale Drive, Suite 2G	City: Appleton	Address: 421 N. County Farm Road	City: Wheaton
State: WI	Zip: 54914	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Dick Buss & Associates LLC	Vendor#: 32776	Dept: DuPage ETSB	Division:
Attn:	Email:	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 711 N. Lynndale Drive, Suite 2G	City: Appleton	Address:	City:
State: WI	Zip: 54914	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 10, 2026	Contract End Date (PO25): Mar 9, 2029

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	2	EA		Semi-annual Xtreme console cleaning services for PSAPs ACDC and DU-COMM	FY26	4000	5820	53810		20,000.00	40,000.00
2	2	EA		Semi-annual Xtreme console cleaning services for PSAPs ACDC and DU-COMM	FY27	4000	5820	53810		20,000.00	40,000.00
3	2	EA		Semi-annual Xtreme console cleaning services for PSAPs ACDC and DU-COMM	FY28	4000	5820	53810		20,000.00	40,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 120,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please send PO to ETSB to send to the vendor.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. LMZ 1/23/26

1
2/2/2026