



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>	
MINUTETRAQ ID#: 24-0518	RFP, BID, QUOTE OR RENEWAL #: RFP 22-115-OHSEM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$1,275,588.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 02/06/2024	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$4,051,576.20
	CURRENT TERM TOTAL COST: \$1,368,375.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Monterrey Security Consultants	VENDOR #: 37860	DEPT: OHSEM/Security	DEPT CONTACT NAME: Keith J. Briggs
VENDOR CONTACT: Michael H. Boyle	VENDOR CONTACT PHONE: 773-565-0405	DEPT CONTACT PHONE #: 630-407-5225	DEPT CONTACT EMAIL: keith.briggs@dupagecounty.gov
VENDOR CONTACT EMAIL: mboyle@monterreysecurity.com	VENDOR WEBSITE: www.monterreysecurity.com	DEPT REQ #:	
<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.). Physical security service for the first of three options to renew for a twelve month period, for the Dupage County Campus to include the Health Department. The cost of the services for the first renewal term is \$1,368,375.00 per RFP 22-115-OHSEM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished DuPage County has elected to contract security services for the County Campus and to include the Health Department. This decision streamlines services and potentially saves costs to the county. Therefore, a decision was made to distribute a Request for Proposal, RFP.			

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. RENEWAL
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	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source.
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).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
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.
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.
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.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Monterrey Security Consultants	Vendor#: 37860	Dept: OHSEM	Division: Security
Attn: Michael Boyle	Email: mboyle@monterreysecurity.com	Attn: Keith J. Briggs	Email: keith.briggs@dupagecounty.gov
Address: 2232 S. Blue Island Av	City: Chicago	Address: 421 N. County Farm Rd.	City: Wheaton
State: Illinois	Zip: 60608	State: Illinois	Zip: 60187
Phone: 773-565-0405	Fax: 773-843-0435	Phone: 630-407-5225	Fax: 630-407-5220
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Monterrey Security Consultants	Vendor#: 37860	Dept: OHSEM	Division: Security
Attn: Michael Boyle	Email: mboyle@monterreysecurity.com	Attn: Keith J. Briggs	Email: keith.briggs@dupagecounty.gov
Address: 2232 S. Blue Island Av	City: Chicago	Address: 421 N. County Farm Rd.	City: Wheaton
State: Illinois	Zip: 60608	State: Illinois	Zip: 60187
Phone: 773-565-0405	Fax: 773-843-0435	Phone: 630-407-5225	Fax: 630-407-5220
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 1, 2024	Contract End Date (PO25): Feb 28, 2025
Contract Administrator (PO25): Keith Briggs			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Security Services	FY24	1000	1130	53809		1,026,281.25	1,026,281.25
2	1	EA		Security Services	FY25	1000	1130	53809		342,093.75	342,093.75
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 1,368,375.00

<i>Comments</i>	
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.
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.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement