



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#: 25-2469	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$15,561.80
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 10/21/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$15,561.80	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: American Made Safe and Security LLC.	VENDOR #:	DEPT: Sheriff's Office-Crime Lab	DEPT CONTACT NAME: Jillian Baker
VENDOR CONTACT: Soundra Roberts	VENDOR CONTACT PHONE: 1-833-872-2677	DEPT CONTACT PHONE #: 630-407-2103	DEPT CONTACT EMAIL: jillian.baker@dupagesheriff.org
VENDOR CONTACT EMAIL: contact@usa-amss.com	VENDOR WEBSITE: www.usa-amss.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.). One time purchase of Class 5 four-drawer security file cabinet. Total cost \$15,561.80. Exclusively sold through GSA. Direct Purchase Authorized by GSA. Purchasing with 2024 Coverdell Grant Funds.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Class 5 four-drawer security filing cabinet with lock to store room-temperature drug standards. The cabinet would meet DEA requirements for storage of controlled substance standards.			

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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. GSA is the only source for Class 5 security cabinets. GSA approved Direct Purchase Authorization to purchase from an approved vendor. Selected responsive vendor that provides inside delivery service.
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). Recommend purchasing unit to be in compliance with DEA requirements for storage of controlled substance standards. Alternatives would be to delay purchase or do nothing.

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: American Made Safe and Security, LLC.	Vendor#:	Dept: Sheriff's Office	Division: Crime Lab
Attn:	Email: contact@usa-amss.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 4235 Curliss Lane	City: Batavia	Address: 501 N. County Farm Rd	City: Wheaton
State: Ohio	Zip: 45103	State: IL	Zip: 60187
Phone: 1-833-872-2677	Fax: 513-724-0387	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: American Made Safe and Security, LLC.	Vendor#:	Dept: Sheriff's Office	Division: Crime Lab
Attn:	Email: contact@usa-amss.com	Attn: Jillian Baker	Email: jillian.baker@dupagesheriff.org
Address: 4235 Curliss Lane	City: Batavia	Address: 501 N. County Farm Rd.	City: Wheaton
State: Ohio	Zip: 45103	State: IL	Zip: 60187
Phone: 1-833-872-2677	Fax: 513-724-0387	Phone: 630-407-2103	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 21, 2025	Contract End Date (PO25): Oct 20, 2026

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	7110-00-082-6112	GSA Class 5 Four-Drawer Save with lock, grey	FY25	5000	4520	52000	724503	15,032.80	15,032.80
2	1	EA		Inside Delivery	FY25	5000	4520	52000	724503	529.00	529.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 15,561.80

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. Provide GSA's DPA letter when placing order. Must be ordered within 45 days of date on DPA letter (by November 10, 2025).
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.