Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID #:	RFP, BID, QUOTE OR RENEWAL #: PC2026-355r2	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $229,795.00
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 08/12/2026	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $723,180.00
	CURRENT TERM TOTAL COST: $229,795.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: PURVIS Systems Incorporated	VENDOR #: 28678	DEPT: ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Jeff Mascola	VENDOR CONTACT PHONE: 401-619-2466	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: jmascola@purvis.com	VENDOR WEBSITE: purvis.com	DEPT REQ #: 926029	

Overview

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.).
Recommendation for approval of Purchase Order 926029 to PURVIS Systems Incorporated for a renewal of maintenance on the Fire Station Alerting (FSA) equipment utilized in the 9-1-1 System. The maintenance period will run from October 10, 2026 through October 9, 2029. Participating agencies with optional equipment installed in their stations will reimburse ETSB in the amount of $62,620.00. The ETSB amount for core equipment is $660,560.00, for a total contract amount of $723,180.00.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The Fire Standardization Focus Group has recommended renewing the maintenance of this system for a three (3) year term as they consider future options.

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. SOFTWARE MANUFACTURER AND SOLE MAINTENANCE/UPDATE PROVIDER
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. PURVIS is the manufacturer of the product and is uniquely qualified to provide maintenance to the system because of their expertise in the design, and installation of the components. PURVIS is the only supplier and there are no resellers of the system. The design and software are proprietary to Purvis.
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. This contract was brought to the Fire Standardization Focus Group for discussion. The Fire Focus Group is considering going out to RFP for a new system, however, to source, procure and install a new fire station alerting system will take at least a year. This renewal of maintenance will bridge that time period until a new contract can be established.
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. This is a continuation of maintenance on equipment originally procured in 2018 under PO 918126.

SECTION 5: Purchase Requisition Information

Send Purchase Order To:		*Send Invoices To:*	
Vendor: PURVIS Systems Incorporated	Vendor#: 28678	Dept: DuPage ETSB	Division:
Attn:	Email:	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 88 Silva Lane	City: Middletown	Address: 421 N. County Farm Road	City: Wheaton
State: RI	Zip: 02842	State: IL	Zip: 60187
Phone: 401-845-8401	Fax:	Phone: 630-550-7743	Fax:
Send Payments To:		*Ship to:*	
Vendor: PURVIS Systems Incorporated	Vendor#: 28678	Dept: DuPage ETSB	Division:
Attn:	Email:	Attn:	Email:
Address: 88 Silva Lane	City: Middletown	Address:	City:
State: RI	Zip: 02842	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 10, 2026	Contract End Date (PO25): Oct 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	1	EA		DuPage County Annual Maintenance (Core System) FY26-27	FY26	4000	5820	53806		201,340.00	201,340.00
2	1	EA		DuPage County ETSB Phase 2 Annual Maintenance FY26-27	FY26	4000	5820	53806		5,850.00	5,850.00
3	1	EA		Add-On Maintenance for Message Boards per PC2025-200 Warranty FY26-27	FY26	4000	5820	53806		0.00	0.00
4	1	EA		Annual Maintenance for Participating Agencies with Optional Equipment FY26-27	FY27	4000	5820	53806		19,855.00	19,855.00
5	1	EA		FSAS Mobile Alerting App 200 licenses, 1 Admin license FY26-27	FY26	4000	5820	53807		2,750.00	2,750.00
6	1	EA		DuPage County Annual Maintenance (Core System) FY27-28	FY27	4000	5820	53806		209,400.00	209,400.00
7	1	EA		DuPage County ETSB Phase 2 Annual Maintenance FY27-28	FY27	4000	5820	53806		6,090.00	6,090.00
8	1	EA		Add-On Maintenance for Message Boards per PC2025-200 FY27-28	FY27	4000	5820	53806		2,700.00	2,700.00
9	1	EA		Annual Maintenance for Participating Agencies with Optional Equipment FY27-28	FY27	4000	5820	53806		20,940.00	20,940.00
10	1	EA		FSAS Mobile Alerting App 200 licenses, 1 Admin license FY27-28	FY27	4000	5820	53807		2,750.00	2,750.00
11	1	EA		DuPage County Annual Maintenance (Core System) FY28-29	FY28	4000	5820	53806		217,780.00	217,780.00
12	1	EA		DuPage County ETSB Phase 2 Annual Maintenance FY28-29	FY28	4000	5820	53806		6,340.00	6,340.00
13	1	EA		Add-On Maintenance for Message Boards per PC2025-200 FY28-29	FY28	4000	5820	53806		2,810.00	2,810.00
14	1	EA		Annual Maintenance for Participating Agencies with Optional Equipment FY28-29	FY28	4000	5820	53806		21,825.00	21,825.00
15	1	EA		FSAS Mobile Alerting App 200 licenses, 1 Admin license FY28-29	FY28	4000	5820	53807		2,750.00	2,750.00

FY is required, ensure the correct FY is selected. Requisition Total $ 723,180.00

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.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. This is for maintenance, nothing will be shipped. Please return the PO to ETSB to send to the vendor.
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB. LMZ 7/28/26