



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#: 23-1919	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$150,000.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 06/20/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$600,000.00
	CURRENT TERM TOTAL COST: \$150,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Ray O'Herron	VENDOR #: 11145	DEPT: Sheriff's Office	DEPT CONTACT NAME: Colleen Zbilski
VENDOR CONTACT: Dan Yara	VENDOR CONTACT PHONE: 708-710-3396	DEPT CONTACT PHONE #: 630-407-2122	DEPT CONTACT EMAIL: colleen.zbilski@dupagesheriff.org
VENDOR CONTACT EMAIL: dpyara@comcast.net	VENDOR WEBSITE:	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.). Furnish and deliver firearm ammunition on an "as needed" basis for the Sheriff's Office.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Ammunition is needed for training purposes.			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source. Ray O'Herron holds the master contract with the State of Illinois for ammunition. Per Governmental Joint Purchasing Act (30 ILCS 525), vetting by the State of Illinois Dept of Central Management Services, solicited bids from qualified vendors to establish a contract to enable all State of IL agencies as well as local government units to purchase ammunition cartridges on an "as needed" basis throughout the contract period
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). Would save Sheriff's Office a significant amount of money

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: Ray O'Herron	Vendor#: 11145	Dept: Sheriff's Office	Division: Budget Support
Attn: Dan Yara	Email: dpyara@comcast	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 1600 75th St	City: Downers Grove	Address: 501 N County Farm Road	City: Wheaton
State: IL	Zip: 60516	State: IL	Zip: 60187
Phone: 630-629-2677 x 205	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Ray O'Herron	Vendor#: 11145	Dept: Sheriff's Office	Division:
Attn:	Email:	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 3549 N Vermillion St P.O. Box 1070	City: Danville	Address: 501 N County Farm Road	City: Wheaton
State: IL	Zip: 601834	State: IL	Zip: 60188
Phone: 800-223-2097	Fax:	Phone: 630-407-2122	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 1, 2023	Contract End Date (PO25): Jun 30, 2024
Contract Administrator (PO25):			

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		Firearm Ammunition	FY23	1000	4400	52200		50,000.00	50,000.00
2	1	EA		Firearm Ammunition	FY24	1000	4400	52200		100,000.00	100,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 150,000.00

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.
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