

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: INITIAL TERM TOTAL COST:			
25-2504		1 YR + 1 X 1 YR TERM PERIOD	\$67,892.25		
COMMITTEE:	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL		
JUDICIAL AND PUBLIC SAFETY	10/21/2025	3 MONTHS	RENEWALS:		
	CURRENT TERM TOTAL COST: MAX LENGTH WITH ALL RENEWALS:		CURRENT TERM PERIOD:		
	\$67,892.25	FIVE YEARS*	INITIAL TERM		
Vendor Information	 	Department Information			
VENDOR:	VENDOR #: DEPT: DEPT CONTACT NAME:		DEPT CONTACT NAME:		
Safeware		Sheriff	Dan Bilodeau		
VENDOR CONTACT: VENDOR CONTACT PHONE:		DEPT CONTACT PHONE #:	DEPT CONTACT EMAIL:		
Alicia Ledbetter	301-683-1234	630-407-2402	dan.bilodeau@dupagesheriff.org		
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #:			
aledbetter@safewareinc.com	www.safewareinc.com				

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.). This is a tethered drone for extended in search/rescue and crowd control surveillance for major events.

 ${\it JUSTIFICATION\ Summarize\ why\ this\ procurement\ is\ necessary\ and\ what\ objectives\ will\ be\ accomplished}$

Current drones are limited by battery time and pilot restrictions. This is a powered and tethered drone that can stay up for extended periods of time.

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

	SECTION 3: DECISION MEMO				
SOURCE SELECTION	Describe method used to select source. Vendor is on Sourcewell contract #080922-SAF PS&EM				
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 drone from Safeware for better surveillance technology. Do nothing, have no visibility for surveillance. Go out for bid risking visibility for surveillance with delayed response that may not be compatible.				

	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 Informat	ion			
Send	d Purchase Order To:	Send Invoices To:				
Vendor: Safeware Inc	Vendor#:	Dept: Sheriff	Division: Budget			
Attn: Alicia Ledbetter	Email: aledbetter@safewareinc.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org			
Address: 4403 Forbes Blvd	City: Lanham	Address: City: 501 N County Farm Rd Wheaton				
State: MD	Zip: 20706-432	State: Zip: IL 60187				
Phone: 301-683-1234	Fax:	Phone: 630-407-2122	Fax:			
S	end Payments To:	Ship to:				
Vendor: Safeware Inc	Vendor#:	Dept: Sheriff	Division: Patrol			
Attn: Alicia Ledbetter	Email: aledbetter@safewareinc.com	Attn: DC Bilodeau	Email: Dan.bilodeau@dupagesheriff.org			
Address: 4403 Forbes Blvd	City: Lanham	Address: City: 501 N County Farm Rd Wheaton				
State: MD	Zip: 20706-432	State: Zip: IL 60187				
Phone: Fax: 301-683-1234		Phone: 630-407-2402	Fax:			
	Shipping	Contract Dates				
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 28, 2025 Contract End Date (PO25): Oct. 27, 2030				

	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	FOT55000-102	Fotokite Sigma	FY25	1000	4404	54100		67,892.25	67,892.25
FY is required, ensure the correct FY is selected. Requisition Total						\$ 67,892.25						

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.			