



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#: JPS-P-0043-24	RFP, BID, QUOTE OR RENEWAL #: 23-123-SHF	INITIAL TERM WITH RENEWALS: 3 YRS + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$358,000.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 12/03/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,432,000.00
	CURRENT TERM TOTAL COST: \$358,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Ray O'Herron Company Inc	VENDOR #: 11145	DEPT: Sheriff's Office	DEPT CONTACT NAME: Dan Bilodeau
VENDOR CONTACT: Justin Fredricks	VENDOR CONTACT PHONE: 800-223-2097	DEPT CONTACT PHONE #: 630-407-2402	DEPT CONTACT EMAIL: dan.bilodeau@dupagesheriff.org
VENDOR CONTACT EMAIL: bids@oherron.com	VENDOR WEBSITE: www.oherron.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.). Uniforms for new employees as well as yearly uniform allowance for all sworn employees and civilians who are a part of a collective bargaining unit.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To provide uniform allowance for deputies and new hires.			

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.
RFP (REQUEST FOR PROPOSAL)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Vendor selected via lowest responsible bidder per 23-123-SHF
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). Approve contract so we can continue to purchasing uniforms for all sworn employees and new hires

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
Attn: Justin Fredricks	Email:	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	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: Quartermaster
Attn:	Email:	Attn: Shirley Kerstein	Email: shirley.kerstein@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	Fax:	Phone: 630-407-2119	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 30, 2024	Contract End Date (PO25): Dec 29, 2025

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		Sheriff Officers Uniforms & Accessories	FY25	1000	4400	52220		358,000.00	358,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 358,000.00

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.