



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#: 25-2877	RFP, BID, QUOTE OR RENEWAL #: Sole Source	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$150,248.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 01/06/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$150,248.00
	CURRENT TERM TOTAL COST: \$150,248.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: SecurMAR, LLC	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Kristin Harts	VENDOR CONTACT PHONE: 219-661-8964	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: kharts@securmar.com	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.). Recommendation for the approval of a contract to SecurMAR LLC to furnish, deliver, and install four (4) replacement Smiths Detection SDX 6040 X-ray Inspection System equipment, for the Circuit Court at the Judicial Office Facility, for Facilities Management, for the period January 14, 2026 through January 13, 2027, for a total contract amount not to exceed \$150,248.00, per 55 ILCS 5/5-1022(c) not suitable for competitive bids - Sole Source: end of life replacements.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This will replace existing units which are at end of life. Furthermore, this equipment has significant improvements in technology allowing for better and faster weapon identification. This allows for greater security and efficiency to the screening process at 503 and 505 buildings.			

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.
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).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION	
JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE AUTHORIZED DISTRIBUTOR WHERE THE MANUFACTURER HAS ESTABLISHED TERRITORIES
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. Sole Source This equipment is only authorized to be distributed by the selected vendor.
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 equipment is used in most airports, government facilities and far outperforms any other equipment.
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. The selected vendor is the only authorized vendor serving our region.

SECTION 5: Purchase Requisition Information			
Send Purchase Order To:		Send Invoices To:	
Vendor: SecurMAR, LLC	Vendor#:	Dept: Facilities Management	Division:
Attn: Kristin Harts	Email: kharts@securmar.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 6732 W Stonegate Dr.	City: Zionsville	Address: 421 N. County Farm Road	City: Wheaton
State: IN	Zip: 46077	State: IL	Zip: 60187
Phone: 219-661-8964	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
Send Payments To:		Ship to:	
Vendor: SecurMAR, LLC	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Mark Thomas	Email: mark.thomas@dupagecounty.gov
Address: 6732 W Stonegate Dr.	City: Zionsville	Address: 505 N County Farm Road	City: Wheaton
State: IN	Zip: 46077	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-816-2979	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 14, 2026	Contract End Date (PO25): Jan 13, 2027

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	LO		BUILDING IMPROVEMENTS	FY26	6000	1220	54010	2504933	150,248.00	150,248.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 150,248.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish, deliver, and install four (4) replacement Smiths Detection SDX 6040 X-ray Inspection System equipment, for the Circuit Court at the Judicial Office Facility, for Facilities Management.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, Mark Thomas, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 01/06/26 County Board: 01/13/26 Job #25-04933
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.