



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>	
MINUTETRAQ ID#: 26-1139	RFP, BID, QUOTE OR RENEWAL #: Master Contract #164720	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$57,613.68
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 04/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$57,613.68
	CURRENT TERM TOTAL COST: \$57,613.68	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: First Spear LLC	VENDOR #:	DEPT: Sheriff	DEPT CONTACT NAME: Dan Bilodeau
VENDOR CONTACT: Mandy Bollmeier	VENDOR CONTACT PHONE: 636-349-4820	DEPT CONTACT PHONE #: 630-407-2402	DEPT CONTACT EMAIL: dan.bilodeau@dupagesheriff.org
VENDOR CONTACT EMAIL: mandy@first-spear.com	VENDOR WEBSITE: First-Spear.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.). Current ballistic vests out of warranty. Cooperative Purchasing Program.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Required to purchase Ballistic Vests and Armor for Deputies assigned to SWAT. These Vests and Armor will replace expiring armor which expires every 5 years.			

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 (DPC4-107), 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. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. This vendor is utilized by the Special Operations Team and is on GSA pricing.
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). Current vests are expiring and need to be replaced. This vendor is on GSA Pricing and is currently utilized so members are familiar with the product. If we do not make this purchase Special Operations members will be wearing expired body armor.

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: FirstSpear LLC	Vendor#:	Dept: Sheriff	Division: Budget
Attn: Mandy Bollmeier	Email: mandy@first-spear.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 2015 Corporate 44 Drive	City: Fenton	Address: 501 N County Farm Rd	City: Wheaton
State: Missouri	Zip: 63026	State: IL	Zip: 60187
Phone: 636-349-4820	Fax: 636-349-4830	Phone: 630-407-2122	Fax: 630-407-2521
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: FirstSpear LLC	Vendor#:	Dept: Sheriff	Division: Admin
Attn: Mandy Bollmeier	Email: mandy@first-spear.com	Attn: James Buoy	Email: james.buoy@dupagesheriff.org
Address: 2015 Corporate 44 Drive	City: Fenton	Address: 501 N County Farm Rd	City: Wheaton
State: Missouri	Zip: 63026	State: IL	Zip: 60187
Phone: 636-349-4820	Fax: 636-349-4820	Phone: 630-407-2084	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 14, 2026	Contract End Date (PO25): Apr 13, 2027
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	17	EA		First Spear SOV Scalable Operator Vests (see attached quote for specifics)	FY26	1000	4400	52000		3,389.04	57,613.68
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 57,613.68

<i>Comments</i>	
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