



Procurement Review Comprehensive Checklist  
 Procurement Services Division  
 This form must accompany all Purchase Order Requisitions

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 25-2305	RFP, BID, QUOTE OR RENEWAL #: 23-055-SHF	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$522,215.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$2,088,860.00
	CURRENT TERM TOTAL COST: \$522,215.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Public Safety Direct	VENDOR #: 14308	DEPT: Sheriff's Office	DEPT CONTACT NAME: Dan Bilodeau
VENDOR CONTACT: Mark Kozeluh	VENDOR CONTACT PHONE: 708-398-1896	DEPT CONTACT PHONE #: 630-407-2402	DEPT CONTACT EMAIL: dan.bilodeau@dupagesheriff.org
VENDOR CONTACT EMAIL: mark@publicsafetydirect.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.). Purchase, install, and maintain all emergency equipment for police vehicles. Procurement type- RFP			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Purchase, install, and maintain all emergency equipment for police vehicles.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
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.
RENEWAL OF RFP	

<b>SECTION 3: DECISION MEMO</b>	
SOURCE SELECTION	Describe method used to select source. This is our current contracted vendor and they are the only vendor to bid for this contract when it was posted
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). Renew this contract to keep status quo otherwise the contract will drop and we will have no vendor.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Public Safety Direct, Inc	Vendor#: 14308	Dept: Sheriff's Office	Division: Budget
Attn: Mark Kozeluh	Email: mark@publicsafetydirect.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 4614 W 137th	City: Crestwood	Address: 501 N County Farm Road	City: Wheaton
State: IL	Zip: 60418	State: IL	Zip: 60187
Phone: 708-389-1896	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Public Safety Direct, Inc	Vendor#: 14308	Dept: Sheriff's Office	Division: Admin
Attn: Mark Kozeluh	Email: mark@publicsafetydirect.com	Attn: Dan Bilodeau	Email: dan.bilodeau@dupagesheriff.org
Address: 4614 W 137th	City: Crestwood	Address: 501 N County Farm Road	City: Wheaton
State: IL	Zip: 60418	State: IL	Zip: 60187
Phone: 708-389-1896	Fax:	Phone: 630-407-2402	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 31, 2025	Contract End Date (PO25): Oct 30, 2026

**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		1 month of services As needed service calls, upfitting of new vehicles and monthly maintenance fee	FY25	1000	4400	53380		45,000.00	45,000.00
2	1	EA		11 month of services As needed service calls and upfitting of new vehicles and monthly maintenance fee	FY26	1000	4400	53380		477,215.00	477,215.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 522,215.00

<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.