



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-0012-25	RFP, BID, QUOTE OR RENEWAL #: 25-013-OHSEM	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$244,880.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 02/04/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$489,760.00
	CURRENT TERM TOTAL COST: \$244,880.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Allied Universal Technology Services	VENDOR #: 33755	DEPT: OHSEM/Security	DEPT CONTACT NAME: Keith J. Briggs
VENDOR CONTACT: Christina Admani	VENDOR CONTACT PHONE: 630-485-6320	DEPT CONTACT PHONE #: 630-407-5225	DEPT CONTACT EMAIL: keith.briggs@dupagecounty.gov
VENDOR CONTACT EMAIL: Christina.Admani@aus.com	VENDOR WEBSITE: https://www.aus.com/our-services/technology-services	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.). Contract to maintain and repair security systems, repair and replace cameras, I-Stars, DVR's and access control systems around the county campus.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Periodically, security cameras, I-Stars, DVR's and access control systems fail and need to be repaired and/or replaced to continue the safety and security of all who come to the county campus.			

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. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
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.
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: Allied Universal Technology Services	Vendor#: 33755	Dept: OHSEM	Division: Security
Attn: Christina Admani	Email: Christina.Admani@aus.com	Attn: Keith J. Briggs	Email: keith.briggs@dupagecounty.gov
Address: 829 Parkview Blvd.	City: Lombard	Address: 421 N. County Farm Rd.	City: Wheaton
State: Illinois	Zip: 60148	State: Illinois	Zip: 60187
Phone: 630-485-6320	Fax: 630-279-7676	Phone: 630-407-5225	Fax: 630-407-5220
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Allied Universal Technology Services	Vendor#: 33755	Dept: OHSEM	Division: Security
Attn: Christina Admani	Email: Christina.Admani@aus.com	Attn: Keith J. Briggs	Email: keith.briggs@dupagecounty.gov
Address: 829 Parkview Blvd.	City: Lombard	Address: 421 N. County Farm Rd.	City: Wheaton
State: Illinois	Zip: 60148	State: Illinois	Zip: 60187
Phone: 630-485-6320	Fax: 630-279-7676	Phone: 630-407-5225	Fax: 630-407-5220
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 12, 2025	Contract End Date (PO25): Nov 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		Maintenance Service Contract	FY25	1000	1130	53370		122,440.00	122,440.00
2	1	EA		Maintenance Service Contract	FY26	1000	1130	53370		122,440.00	122,440.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 244,880.00

Comments

HEADER COMMENTS	Provide comments for P020 and P025. The contract purchase order is to provide Proximity Access Control Systems, Camera Maintenance Repair per Bid #25013-OHSEM for the period of February 12, 2025 through November 30, 2026, for a contract amount not to exceed \$244,880.00.
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.