



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#: JPS-P-0039-24	RFP, BID, QUOTE OR RENEWAL #: 24-105-OHSEM	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$301,582.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 11/19/2024	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$603,164.00
	CURRENT TERM TOTAL COST: \$301,582.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Video and Sound Service, Inc.	VENDOR #:	DEPT: OHSEM/Security	DEPT CONTACT NAME: Keith J. Briggs
VENDOR CONTACT: Chris Sokacz	VENDOR CONTACT PHONE: 708 562-6316	DEPT CONTACT PHONE #: 630-407-5225	DEPT CONTACT EMAIL: keith.briggs@dupagecounty.gov
VENDOR CONTACT EMAIL: csokacz@videosoundinc.com	VENDOR WEBSITE: https://videosoundinc.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.). 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 on 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	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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).

<b>SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION</b>	
<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.

<b>SECTION 5: Purchase Requisition Information</b>			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Video and Sound Service, Inc.	Vendor#:	Dept: OHSEM	Division: Security
Attn: Chris Sokacz	Email: csokacz@videosoundinc.com	Attn: Keith J. Briggs	Email: keith.briggs@dupagecounty.gov
Address: 40 W. Lake St.	City: Northlake	Address: 421 N. County Farm Rd.	City: Wheaton
State: Illinois	Zip: 60164	State: Illinois	Zip: 60187
Phone: 708-562-6316	Fax: 708-562-6351	Phone: 630-407-5225	Fax: 630-407-5220
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Video and Sound Service, Inc.	Vendor#:	Dept: OHSEM	Division: Security
Attn: Chris Sokacz	Email: csokacz@videosoundinc.com	Attn: Keith J. Briggs	Email: keith.briggs@dupagecounty.gov
Address: 40 W. Lake St.	City: Northlake	Address: 421 N. County Farm Rd.	City: Wheaton
State: Illinois	Zip: 60164	State: Illinois	Zip: 60187
Phone: 708-562-6316	Fax: 708-562-6351	Phone: 630-407-5225	Fax: 630-407-5220
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2024	Contract End Date (PO25): Nov 30, 2026
Contract Administrator (PO25): Keith Briggs			

**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		150,791.00	150,791.00
2	1	EA		Maintenance Service Contract	FY26	1000	1130	53370		150,791.00	150,791.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 301,582.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. The contract purchase order is to provide Proximity Access Control Systems, Camera Maintenance and Repair per Bid# 24-105-OHSEM from December 1, 2024 through November 30, 2026 for a contract amount not to exceed \$301,582.00
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.

The following documents have been attached:     W-9     Vendor Ethics Disclosure Statement