



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-0025-24	RFP, BID, QUOTE OR RENEWAL #: 426280	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$59,750.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 09/17/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$59,750.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Tower Direct	VENDOR #:	DEPT: Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: Oak Lemmerman	VENDOR CONTACT PHONE: 309 370-9212	DEPT CONTACT PHONE #: 630-407-2072	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: sales@towerdirect.net	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.). This is to replace the damaged antenna hut at the the Hidden Lake Antenna. This is a refurbished hut.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This antenna services DuPage Sheriff, Forest Preserve, and DuCOMM. The hut has damage to the floor and wall that makes it unsafe for anyone to be in, and it is also letting in outside elements that could damage the equipment.			

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.
OTHER THAN LOWEST BID	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. We went with used / refurbished unit.
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). Staff recommends purchase of refurbished unit as a cost effective measure. Buy new, which would be costly. Take no action and not have the needed infrastructure to support the radio antenna.

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: Tower Direct	Vendor#:	Dept: DuPage County Sheriff's Office	Division: Civil
Attn: Oak Lemmerman	Email: sales@towerdirect.net	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 1616 W. Singing Woods Rd	City: Edelstein	Address: 501 N County Farm RD	City: Wheaton
State: IL	Zip: 61526	State: IL	Zip: 60187
Phone: (309) 370-9212	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Tower Direct	Vendor#:	Dept: DuPage County Sheriff's Office	Division: IT
Attn: Oak Lemmerman	Email: sales@towerdirect.net	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: 1616 W. Singing Woods Rd	City: Edelstein	Address: 501 N County Farm RD	City: Wheaton
State: IL	Zip: 61526	State: IL	Zip: 60187
Phone: (309) 370-9212	Fax:	Phone: 630-407-2072	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 24, 2024	Contract End Date (PO25): Sep 23, 2025

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		RELOCATING, COMPLETE REFURB, AND LOADING USED 8x12 FIBREBOND CONCRETE SHELTER, SERIAL #PCS233W0488, DOM 6/13/97	FY24	1000	4401	54020		57,500.00	57,500.00
2	1	EA		Shipping	FY24	1000	4401	54040		2,250.00	2,250.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 59,750.00

<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.