

SECTION 1: DESCRIPTION						
General Tracking		Contract Terms				
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST:			
25-2783	Quote	OTHER	\$17,160.00			
COMMITTEE:	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:			
	11/18/2025		\$31,910.00			
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:			
	\$14,750.00	ONE YEAR	INITIAL TERM			
Vendor Information		Department Information				
VENDOR:	VENDOR #:	DEPT:	DEPT CONTACT NAME:			
Vizocom ICT LLC	40365	Sheriff's Office	Ivan Garza			
VENDOR CONTACT:	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #:	DEPT CONTACT EMAIL:			
	619-935-6980					
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #:				
finance@vizocom						

Overview

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 of gloves for Sheriff's Office. Quote received for 6 mil.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Higher specifications are needed for jail.

	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: Purcha	se Requisition Informat	ion			
Send Pu	rchase Order To:	Send Invoices To:				
Vendor: Vizocom	Vendor#: 40365	Dept: Sheriff's Office	Division:			
Attn: Finance	Email: finance@vizocom.com	Attn: Colleen Zbilski	Email:			
Address: 860 Jamacha Road, STE 206	City: El Cajon	Address: 501 N. County Farm Road	City: Wheaton			
State: CA	Zip: 92019	State:	Zip: 60187			
Phone: 619-350-6980	1.000					
Send	Payments To:	Ship to:				
Vendor: Same	Vendor#:	Dept: Same	Division:			
Attn:	Email:	Attn:	Email:			
Address:	City: Address: City:					
State:	Zip:	State:	Zip:			
Phone:	Fax:	Phone:	Fax:			
 Shipping		Contract Dates				
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Contract End Date (PO25): Nov 30, 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		Gloves (Nitrile)	FY25	1000	4400	52200		14,750.00	14,750.00
FY is required, ensure the correct FY is selected. Requisition Total					\$ 14,750.00							

Comments				
HEADER COMMENTS	Provide comments for P020 and P025. This contract purchase order is for Nitrile Gloves not to exceed \$14,750.00.			
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Do not send to vendor. Send PO to Colleen and Dan.			
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.			