



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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
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: IL	Zip: 60187
Phone: 619-350-6980	Fax:	Phone: x2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
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): 11/01/2025	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
<i>FY is required, ensure the correct FY is selected.</i>										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.