



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-0072-23	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$1,579,509.60
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 11/21/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,579,509.60
	CURRENT TERM TOTAL COST: \$1,579,509.60	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Fortress Plus Solutions, LLC	VENDOR #:	DEPT: Sheriff	DEPT CONTACT NAME: Dan Bilodeau
VENDOR CONTACT: Mike Gillespie	VENDOR CONTACT PHONE: 773-805-8200	DEPT CONTACT PHONE #: 630-407-2402	DEPT CONTACT EMAIL: dan.bilodeau@dupagesheriff.org
VENDOR CONTACT EMAIL:	VENDOR WEBSITE: www.fortressplussolutions.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.). Execution of the lease for a secured storage facility for Sheriff's Office owned specialty vehicles that are currently held in various locations including some which are outdoors. Several sites were surveyed but this is the only site that offers 24/7 armed security. Total cost being \$1,579.509.60 for 5 years			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Procurement is necessary to safely and securely store Sheriff's Office specialty vehicles in an indoor facility to protect office assets. This will also house all office assets in one location			

**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 PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

**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. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source. Multiple facilities were surveyed with locations also provided by Choose DuPage; This was the only facility that was easily accessible and provides 24/7 armed security. With housing multiple millions of dollars in sensitive LE equipment, the extra security measures were deemed critical.
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). Execute the Lease or take no action and leave the vehicles sporadically located with some of them being stored outdoors.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<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.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Fortress Plus Solutions, LLC	Vendor#:	Dept: Sheriff	Division: Budget
Attn: Mike Gillespie	Email: mike@gillespieautogroup.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: PO Box 414	City: Western Springs	Address: 501 N County Farm Rd	City: Wheaton
State: IL	Zip: 60558	State: IL	Zip: 60187
Phone: 312-287-6600	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Fortress Plus Solutions, LLC	Vendor#:	Dept: N/A	Division:
Attn: Mike Gillespie	Email: mike@gillespieautogroup.com	Attn:	Email:
Address: PO Box 414	City: Western Springs	Address:	City:
State: IL	Zip: 60558	State:	Zip:
Phone: 312-287-6600	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2023	Contract End Date (PO25): Nov 30, 2028
Contract Administrator (PO25):			

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	12	EA		Year 1 Lease	FY24	1000	4400	53400		24,916.00	298,992.00
2	12	EA		Year 2 Lease	FY25	1000	4400	53400		25,601.88	307,222.56
3	12	EA		Year 3 Lease	FY26	1000	4400	53400		26,305.93	315,671.16
4	12	EA		Year 4 Lease	FY27	1000	4400	53400		27,029.34	324,352.08
5	12	EA		Year 5 Lease	FY28	1000	4400	53400		27,772.65	333,271.80

**FY is required, assure the correct FY is selected.**

Requisition Total \$ 1,579,509.60

*Comments*

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.

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