Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 25-2591	RFP, BID, QUOTE OR RENEWAL #: 25-111-IT	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $83,748.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 11/04/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $83,748.00
	CURRENT TERM TOTAL COST: $83,748.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: Critical Power Solutions Group, LLC	VENDOR #:	DEPT: IT	DEPT CONTACT NAME: Richard Burnson
VENDOR CONTACT: Nancy Venegas	VENDOR CONTACT PHONE: 513-716-5140	DEPT CONTACT PHONE #: 630-407-5064	DEPT CONTACT EMAIL: Richard.Burnson@dupagecounty.gov
VENDOR CONTACT EMAIL: nancy.venegas@cpsgroupinc.net	VENDOR WEBSITE: cpsgroupinc.net	DEPT REQ #:	

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.).
For the procurement and delivery of an Eaton Uninterruptible Power Supply (UPS) for the DuPage County data center as specified by the DuPage County Facilities Management department, per lowest responsible bid #25-111-IT.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The existing UPS is over its expected lifetime and needs to be replaced to ensure power resiliency for the County IT systems.

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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Critical Power Solutions Groups, LLC	Vendor#:	Dept: IT	Division:
Attn: Nancy Venegas	Email: nancy.venegas@cpsgroupinc.net	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 7440 SW 50th Terrace, Unit 104 A	City: Miami	Address: 421 N. County Farm Road	City: Wheaton
State: FL	Zip: 33155	State: IL	Zip: 60187
Phone: 513-716-5140	Fax: N/A	Phone: 630-407-5037	Fax: N/A
Send Payments To:		*Ship to:*	
Vendor: Same as above	Vendor#:	Dept: IT	Division:
Attn:	Email:	Attn: Richard Burnson	Email: Richard.Burnson@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5064	Fax: N/A
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 12/1/2025	Contract End Date (PO25): 11/30/2026

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	40	EA		Gen2 93PM UPS 50kW – Batteries jars	FY26	1000	1110	54100		120.00	4,800.00
2	1	EA		93PM IBC-LW Battery Cabinet	FY26	1000	1110	54100		24,198.00	24,198.00
3	1	EA		93PM UPS Frame	FY26	1000	1110	54100		51,450.00	51,450.00
4	1	EA		93PM 480V Predictpulse Wireless Kit	FY26	1000	1110	54100		1,900.00	1,900.00
5	1	EA		93PM Remote Monitoring Device Kit	FY26	1000	1110	54100		1,200.00	1,200.00
6	1	EA		93PM Certified Test Data	FY26	1000	1110	54100		200.00	200.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 83,748.00

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. Please email PO to Sarah Godzicki and Richard Burnson and copy both when emailing PO to vendor.
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.