



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#: 25-1355	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$177,494.56
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/03/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$177,494.56
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Carbon Solutions Group SREC, LLC	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Joy Hinz
VENDOR CONTACT: Rhett Gopaul	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: x6753	DEPT CONTACT EMAIL: joy.hinz2@dupagecounty.gov
VENDOR CONTACT EMAIL: rgopaul@carbonsolutionsgroup.com	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.). Recommendation to award a contract to Carbon Solutions Group SREC, LLC for participation in the Illinois Shines Adjustable Block Grant Program, which provides payments in exchange of Renewable Energy Credits (RECS) for (15) fifteen years, for approximately \$177,497.56, for a period from June 10, 2025, through November 30, 2041, selected through Other Professional Services under bid award #22-118-FM. (Revenue paid to County)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Revenue to the County for Participation in the Illinois Shines Adjustable Block Grant Program.			

### 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

SOURCE SELECTION	Describe method used to select source. Carbon Solutions Group SREC, LLC was selected through Other professional services under bid award #22-118-FM.
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). 1) Approve agreement with Carbon Solutions Group SREC, LLC for participation in the Illinois Shines Adjustable Block Grant Program and generate approximately \$177,494.56 in net revenue. 2) Do not approve the agreement and do not participate in the Illinois Shines Adjustable Block Grant Program resulting in zero revenue.

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: Carbon Solutions Group SREC, LLC	Vendor#:	Dept: Facilities Management	Division:
Attn: Rhett Gopaul	Email: rgopaul@carbonsolutionsgroup.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 2045 W. Grand Ave. Ste B, PMB #58751	City: Chicago	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60612	State: IL	Zip: 60187
Phone: 312-971-6245	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email: fmaccountspayable@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Rd. Room 2-700	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 10, 2025	Contract End Date (PO25): Nov 30, 2041

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1											0.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 0.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Revenue to DuPage County for Participation in the Illinois Shines Adjustable Block Grant Program
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. PW: 6/3/25   CB: 6/10/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.