



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#: 23-1465	RFP, BID, QUOTE OR RENEWAL #: RFP-23-012-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$31,773.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/18/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$127,092.00
	CURRENT TERM TOTAL COST: \$31,773.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Enerwise Global Technologies, LLC	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Tim Harbaugh
VENDOR CONTACT: Becky Carfagno	VENDOR CONTACT PHONE: 844-276-9371	DEPT CONTACT PHONE #: x5670	DEPT CONTACT EMAIL: tim.harbaugh@dupageco.org
VENDOR CONTACT EMAIL: becky.carfagno@CPowerEnergyManagement.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 RFP-23-012-FM to Enerwise Global Technologies, LLC for participation in Demand Response Program, contract for called emergency events, for approximately \$31,773 in revenue to DuPage County, for a one-year period from June 1, 2023 through May 31, 2024. (Revenue paid to County)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Revenue to DuPage County for participation in demand response 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.
RFP (REQUEST FOR PROPOSAL)	

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. The RFP evaluated the vendor's competence to perform, demand response program and the amount of the revenue generated shared with the County.
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 Enerwise Global Technologies, LLC. for curtailment services and realize approximately \$31,773 with possible additional revenue compensated at \$4,714.95/hr for energy generated during called events. 2) Do not approve the agreement and do not participate in Demand Response programs generating no revenue.

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: See Procurement	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email: FMAccountspayable@dupageco.org
Address:	City:	Address: 421 N. County Farm Rd.	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: See Procurement	Vendor#:	Dept: n/a	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): Jun 1, 2023	Contract End Date (PO25): May 31, 2024
Contract Administrator (PO25): Cathie Figlewski			

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

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Revenue to DuPage County for Demand Response
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: 4/18/23 CB: 4/25/23
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