



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2109	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$39,999.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 09/16/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$39,999.00
	CURRENT TERM TOTAL COST: \$39,999.00	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Carbon Day EV Charging	VENDOR #: 14176	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Bob Spatz	VENDOR CONTACT PHONE: 518-505-0508	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: bobs@carbodayevcharging.com	VENDOR WEBSITE:	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.). Recommendation for the approval of a contract to Carbon Day EV Charging to furnish and deliver one (1) ChargePoint electric vehicle charging station (level 3) and provide a 5-year commercial cloud plan, for the County campus, for the period September 24, 2025 through September 23, 2030, for a contract total amount not to exceed \$39,999.00. Contract pursuant to the Intergovernmental Cooperation Act - Sourcewell Contract #042221-CPI.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The installation of Electric Vehicle Supply Equipment (EVSE) at the Care Center will support Illinois' goal of 1 million electric vehicles by 2030, alleviate EV charging competition at the JTK Administration Building, reduce greenhouse gas emissions from private vehicles, and support public EV owners that visit the courthouse. The goal of this charging equipment is to not only show leadership for green transportation and greenhouse gas mitigation in DuPage County, but to improve the quality of life of visitors to our campus..			

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.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Carbon Day EV Charging provides Sourcewell joint purchasing agreement pricing for ChargePoint Level2 Charging Stations and DC fast charging stations for electric vehicles, network services, maintenance plans & accessories, per contract #042221-CPI.
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). Staff recommends securing a contract with Carbon Day EV Charging to furnish & deliver one (1) ChargePoint electric vehicle charging station. The other option is to go out for bid, which does not guarantee prices will be lower. Uniformity with existing equipment on County campus.

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: Carbon Day EV Charging	Vendor#: 14176	Dept: Facilities Management	Division:
Attn: Bob Spatz	Email: bobs@carbodayevcharging.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 163 S. Wheeling Road	City: Wheeling	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60090	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Carbon Day EV Charging	Vendor#: 14176	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Ian Johnstone	Email: Ian.Johnstone@dupagecounty.gov
Address: 763 Bunker Court	City: Riverwoods	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60015	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5680	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 24, 2025	Contract End Date (PO25): Sep 23, 2030

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	LO		ChargePoint EV Charging Stations	FY25	6000	1220	54010	23-05503	34,350.00	34,350.00
2	1	LO		5-Year Commercial Cloud Plan	FY26	1000	1100	53807		5,649.00	5,649.00
3	1	LO		5-Year Commercial Cloud Plan	FY27	1000	1100	53807			0.00
4	1	LO		5-Year Commercial Cloud Plan	FY28	1000	1100	53807			0.00
5	1	LO		5-Year Commercial Cloud Plan	FY29	1000	1100	53807			0.00
6	1	LO		5-Year Commercial Cloud Plan	FY30	1000	1100	53807			0.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 39,999.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver one (1) ChargePoint electric vehicle charging station and provide 5-year commercial cloud plan, for the County campus.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 09/16/25 County Board: 09/23/25 Job #23-05504
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.