



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#: 24-0899	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$29,754.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/19/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$29,754.00
	CURRENT TERM TOTAL COST: \$29,754.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Carbon Day EV Charging	VENDOR #: 14176	DEPT: Facilities Management	DEPT CONTACT NAME: Ian Johnstone
VENDOR CONTACT: Bob Spatz	VENDOR CONTACT PHONE: 518-505-0508	DEPT CONTACT PHONE #: 630-407-5680	DEPT CONTACT EMAIL: Ian.Johnstone@dupagecounty.gov
VENDOR CONTACT EMAIL: bobs@carbodayevcharging.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 for the approval of a contract to Carbon Day EV Charging to furnish, deliver, and install two (2) ChargePoint electric vehicle charging stations, for the County campus, for the period March 20, 2024 through March 19, 2025, for a contract total amount not to exceed \$29,754. Contract pursuant to the Intergovernmental Cooperation Act - Sourcwell Contract #042221-CPI. (EECBG funded) Job #24-01434			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The installation of Electric Vehicle Supply Equipment (EVSE) at the Judicial Office Facility 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 that use the Judicial Office Facility.			

**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**

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. Carbon Day EV Charging provides Sourcwell 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, and install two (2) ChargePoint electric vehicle charging stations. 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

<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 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: 505 N. County Farm Road	City: Wheaton
State: IL	Zip: 60015	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 20, 2024	Contract End Date (PO25): Mar 19, 2025
Contract Administrator (PO25): Mary Ventrella			

**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	FY24	5000	2704	54010	DE-SE0000181-54010	29,753.00	29,753.00
2	1	LO		ChargePoint EV Charging Stations	FY25	5000	2704	54010	DE-SE0000181-54010	1.00	1.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 29,754.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish, deliver, and install two (2) ChargePoint electric vehicle charging stations, 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, Clara Gomez, and Ian Johnstone.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 03/19/24 Job #24-01434
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