



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID #:	RFP, BID, QUOTE OR RENEWAL #: 25-040-ETSB	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$144,835.20
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 07/09/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$144,835.20
	CURRENT TERM TOTAL COST: \$144,835.20	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD:
Vendor Information		Department Information	
VENDOR: EOLA Power LLC	VENDOR #: 30605	DEPT: ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Alex Zehr	VENDOR CONTACT PHONE: 786-696-7017	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: azehr@eolapower.com	VENDOR WEBSITE:	DEPT REQ #: 925006	
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 approval Purchase Order 925006 to EOLA Power LLC to furnish, deliver and install 372 UPS replacement batteries within the ACDC and DU-COMM Public Safety Answering Points (PSAPs) per bid #25-040-ETSB for a total of \$144,835.20.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To maintain the maximum functionality of the units, the batteries should be replaced at regular intervals. The current batteries in the units were replaced in 2021.			

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. While EOLA Power LLC was not the lowest bidder, PWR Storage Solutions LLC was unable to provide the certifications for their technicians as required in the RFP. As the second lowest bidder, EOLA was contacted by County Procurement with the same request and was able to provide the certificates.
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. Award to the lowest bidder and utilize technicians who are not certified specifically for the Liebert and Mitsubishi UPS models. 2. Do not replace the current batteries.

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. N/A
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. N/A
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. N/A

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: EOLA Power LLC	Vendor#:	Dept: ETSB	Division:
Attn: Alex Zehr	Email: toliver@pwrss1.com	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 8782 NW 18th Ter.	City: Doral	Address: 421 N. County Farm Road	City: Wheaton
State: FL	Zip: 33172	State: IL	Zip: 60188
Phone: 786-696-7017	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: EOLA Power LLC	Vendor#:	Dept: ETSB	Division:
Attn:	Email:	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 8782 NW 18th Ter.	City: Doral	Address: 420 N. County Farm Road 1471 W. Jeffrey Drive	City: Wheaton Addison
State: FL	Zip: 33172	State: IL	Zip: 60187 / 60101
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 9, 2025	Contract End Date (PO25): Jul 8, 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	60	EA		Mitsubishi Electric M9700, 150kVA	FY25	4000	5820	52250		744.12	44,647.20
2	288	EA		Liebert 51SA150HAA00S99, 150kVA	FY25	4000	5820	52250		329.49	94,893.12
3	24	EA		Liebert 47MBB36CC3R1661	FY25	4000	5820	52250		220.62	5,294.88
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 144,835.20

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Pricing provided shall be valid for 120 days. Certified vendor to furnish, deliver and install 60 UPS replacement batteries in the Addison PSAP, and 312 UPS replacement batteries in the DU-COMM PSAP.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please return PO to ETSB to send to the 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. LMZ 6/24/25