



# Decision Memo

## Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Feb 21, 2023

MinuteTraq (IQM2) ID #: 23-0945

Department Requisition #: NA

Requesting Department: Public Works	Department Contact: Sean Reese
Contact Email: sean.reese@dupageco.org	Contact Phone: 630.985.7400
Vendor Name: Weatherproofing Technologies	Vendor #: 13080

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Approve contract time extension with Weatherproofing Technologies Inc until 2/28/25 to reflect the dates on the original OMNIA cooperative proposal #5049276.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

This roof contract which began 2/8/22 is for the annual inspection of all the Public Works facilities on a yearly basis in 2022, 2023 and 2024. The inspections are historically completed in the spring/summer.

### Strategic Impact

Financial Planning

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

Fy24 2000-2555-53300 \$10,216.11, FY24 2000-2640-53300 \$1,362.14, FY24 2000-2665-53300 \$2,043.22 have already been encumbered.

**Source Selection/Vetting Information** - Describe method used to select source.

OMNIA received responses from six (6) vendors to RFP #180903 for roofing products and services. The proposals were evaluated by an evaluation committee. Each proposal was evaluated on the following predetermined criteria: Products/Pricing, Performance Capability, Qualifications & Experience and Value Add. Weatherproofing/Tremco was determined to be competitively priced for the specified products and services. Through OMNIA, Tremco and its affiliate Weatherproofing Technologies Inc provide and access to an exceptional range of roofing components and services that can extend a roof's service life, reducing life-cycle costs while improving performance.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

- 1) Extend contract to 2/28/25.
- 2) Do not extend contract. Not recommended due to the fact the contract was previously approved for the 3 year period with an incorrect end date.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

FY24 monies are already encumbered.