



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: May 6, 2024

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Facilities Management	Department Contact: Tim Harbaugh
Contact Email: tim.harbaugh@dupagecounty.gov	Contact Phone: X5670
Vendor Name: AEP Energy, Inc.	Vendor #: 37389

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

Approve change order for electric utility supply and management services for County campus, Public Works, and Stormwater, for Facilities Management, to extend contract to August 31, 2024. No change in contract total.

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

It is necessary to extend this contract to allow time for the switchover from AEP to ComEd.

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.

We need to be able to pay for electric supply through AEP until the switchover is complete.

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

Per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Public Utility)

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

Staff recommends the approval of the change order to extend the contract.

Do not approve contract extension and pay for services without contract agreed pricing.

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.

No fiscal impact.