



# 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: Oct 24, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

Department Requisition #: \_\_\_\_\_

Requesting Department: DuPage County Public Works	Department Contact: Drew Cormican
Contact Email: drew.cormican@dupagecounty.gov	Contact Phone: 630.985.7400
Vendor Name: Robinson Engineering	Vendor #: 30232

**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 until 11/30/2024 to pay outstanding invoices for services that were completed until September 2024.

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

A time extension until 11/30/2024 is necessary to pay outstanding invoices for services that were rendered through September 2024. Task Order 13 is evaluating the interior and exterior water tower tanks to determine condition, identify areas of corrosion, and ensure that current components meet AWWA, EPA, OSHA, and NFPA requirements.

**Strategic Impact**

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

This task order provided a review of current water tower tanks and gave DuPage County Public Works a clear path for repair and maintenance of our water tower and water tower tanks.

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

A request for a statement of interest from qualified firms was posted and we received multiple responses. Based on project experience and internal staff areas of expertise staff recommended Robinson Engineering for these on-call services.

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

1. Approve time extension until 11/30/2024 to pay outstanding invoices for services completed through September 2024.
2. Do not approve time extension. Not recommended due to the invoices that are outstanding.
3. Pay outstanding invoices on new on-call contract 5956SERV. Not recommended due to the task orders being on contract 4779SERV.

**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.

There is no fiscal impact. Time extension only.