



# 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: Sep 28, 2023

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

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

Requesting Department: Community Services - Weatherization	Department Contact: David Watkins
Contact Email: david.watkins@dupageco.org	Contact Phone: 630-407-6469
Vendor Name: Healthy Air Heating & Air Inc. (Architectural)	Vendor #: 14166

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

Additional funding source was added in County Fiscal Year 2023, after the original P.O. was issued. The increase total is \$192,000 (39.54%), for a contract total of \$677,534.70.

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

Approximately \$62,000 of the bi-partisan infrastructure funding is anticipated to be spent prior to the issuance of a new P.O. In addition, due to timing, the current P.O has been extended from a 9/30/23 expiration date to 10/29/23. This resulted in the traditional grants being funded for a longer duration, from the existing P.O., necessitating the P.O. contract value to be increased to accommodate the work.

**Strategic Impact**

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

Assist residents to maintain their property and provide them financial, safety, and comfort levels.

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

RFP 21-033-CD

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

- 1) Allocate the additional funds in order to better assist individuals.
- 2) The funds cannot be used for other purposes, if not used, clientele is not served.
- 2) Do not allocate the grant funds and thus lose the funds to the altogether.

**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.

5000-1400, 5000-1430, 5000-1490, 5000-1555 Weatherization grants