



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 8, 2023

MinuteTraq (IQM2) ID #: 23-3096

Department Requisition #: 6182-0001SERV

Requesting Department: <u>DuPage Care Center</u>	Department Contact: <u>Vinit Patel</u>
Contact Email: <u>vinit.patel@dupageco.org</u>	Contact Phone: <u>630-784-4273</u>
Vendor Name: <u>Airgas USA, LLC</u>	Vendor #: <u>10674</u>

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

Increase contract in the amount of \$7,500.00

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

This contract purchase order is to furnish and deliver liquid portable oxygen for the residents at the DuPage Care Center for the period December 1, 2022 through November 30, 2023.
 In January, 2023, change order #1 was submitted as a new monthly structure of paying per month of a flat fee of \$1,250.00 effective as of 02/01/23 and to carry throughout contract and renewals. We did not budget the new payment structure at the time of presenting contract to Committee/County Board. Reason of new structure was company no longer would repair canisters in house. New monthly cost, flat repair rate is Vendor sending canisters to be repaired.

Strategic Impact

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

This increase will allow residents to continue being active and participating in various activities with being mobile using the portable liquid oxygen

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

#22-105-DCC

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

- 1) DPCC recommends an Increase to the contract in the amount of \$7,500.00, to cover contract through November 30, 2023.
- 2) Do not increase to the contract in the amount of \$7,500.00, to cover contract through November 30, 2023, however, DPCC will still need to provide liquid portable oxygen to the residents as it is the proper standard care for the residents.

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.

FY23 1200-2075-52320

FY23 1200-2075-53370