



# 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 4, 2025

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

Department Requisition #: 924025/7298-1

Requesting Department: ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupagecounty.gov	Contact Phone: 630-550-7743
Vendor Name: PURVIS Systems Incorporated	Vendor #: 28678

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

Request for approval of Change Order #3 to PURVIS Systems Incorporated PO 924025/7298-1 to upgrade the software on the virtual servers to v4.9 and add a display module and transmitter to each fire station to allow for enhanced functionality of the message boards. Total amount of \$69,280.00, for a new contract amount of \$586,320.00.

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

The Station Control Unit (SCU) in each of the 67 fire stations has two outbound ports, one of which is for the message boards, part of the core equipment package. The message board display module and transmitter will separate the message boards from the SCU, meaning if the SCU goes offline, the message boards will continue to broadcast. There are new servers that will be installed and the software upgraded to v4.9 as part of the contracted maintenance package. An upgrade of the current software is necessary to allow for enhanced functionality of the message boards which will make them configurable to the agencies' operational alerting preferences.

**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 is an upgrade to the Fire Station Alerting System (FSAS) that will allow agencies to greater functionality in the configuration of the screens and and a new alert configuration.

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

The system was vetted and chosen per RFP #16-167-RC, this is an addition to the current system.

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

1. Approval of Change Order #3 will allow for the upgrade of the message boards in the stations.
2. Deny Change Order #3 and the agency will have to purchase individual equipment which will complicate the overall system maintenance and be more expensive.

**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.

This was not a budgeted expense in FY25. As an existing capital system, a budget transfer will be utilized from 4000-5820-54199: Capital Contingencies to 4000-5820-54110: Capital Equipment to cover the expense in the amount of \$69,280.00.