



# 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: Jul 24, 2023

MinuteTraq (IQM2) ID #: 23-2573

Department Requisition #: 6111-0001SERV

Requesting Department: DuPage Care Center	Department Contact: Mario Plata
Contact Email: mario.plata@dupageco.org	Contact Phone: 630-784-4416
Vendor Name: Sysco Chicago, Inc.	Vendor #: 10555

**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 \$270,210.00 to cover purchases through the end of contract expiration of November 30, 2023.

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

Primary food supplies and chemicals for the period 12/01/22 through 11/30/23, for the DuPage Care Center, and campus cafes at JTK Administration Building and Judicial Office Facility.

### Strategic Impact

Quality of Life

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

This contract needs to be increased due to food and supplies cost has increased by 8%. Since the cafeterias in the 421 and 505 building have been reopened, sales have increased by 83% in the first 6 months of FY23, compared from the first 6 months of FY22.

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

#22-082-DCC

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

- 1) Approve the increase contract in the amount of \$270,210.00 to cover purchases through the end of contract expiration of November 30, 2023.
- 2) Do not approve the increase contract in the amount of \$270,210.00 to cover purchases through the end of contract expiration of November 30, 2023, however, the DuPage Care Center would still need to order food and supplies to continue to provide meals for the residents to meet all State and Federal guidelines.

**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.

1200-2025-52210 \$197,800.00  
 1200-2100-52200 \$12,410.00  
 1200-2100-52210 \$60,000.00