



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: Aug 11, 2025

File ID #: 25-1932

Purchase Order #: 6637-0001SERV

Requesting Department: Facilities Management	Department Contact: Nick Jensen
Contact Email: nicholas.jensen@dupagecounty.gov	Contact Phone: 224-283-3427
Vendor Name: Commercial Mechanical, Inc.	Vendor #: 13285

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

Amendment to Contract 6637-0001 SERV issued to Commercial Mechanical, Inc., to replace existing convector (radiative heaters) in the North building resident shower, bath, & laundry rooms, replace existing VAV controls, and replace existing corridor linear diffuser controls at the Care Center, for Facilities Management, for a change order to extend the contract to August 31, 2026. ARPA ITEM

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

The Care Center is currently undergoing renovations in the North building and is scheduled to be complete mid-summer 2026. This project is being complete as each floor is undergoing the renovations and therefore this contract needs to be extended so that the project can be complete in full.

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

Per lowest responsible bid #22-141-FM.

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

- 1) Extend contract 6637-0001 SERV with Commercial Mechanical, Inc. so the project can be complete in full.
- 2) If the project is not extended, Commercial Mechanical, Inc. will not have sufficient time to complete the project.

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.

No fiscal impact, as we are only extending the contract.