



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: Oct 17, 2023

MinuteTraq (IQM2) ID #: 23-3395

Department Requisition #: _____

Requesting Department: Stormwater Management	Department Contact: Jen Boyer
Contact Email: Jen.Boyer@dupageco.org	Contact Phone: 630/407-6727
Vendor Name: Pizzo & Associates LTD	Vendor #: 32985

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

Extension of an existing contract, no increase in funding

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

Contractor is committed to completing the work in the next growing season at no additional cost to the county. Performance standards were not met at the end of the contract term. A time extension with no increase in funding is requested.

Background: Approximately 0.5 acres of turf lawn was converted to a native meadow with flowers for pollinating insects on the west side of the 421 building on the DuPage County campus. Permanent educational signage will be placed near the meadow. Stormwater Management received \$5,000 in grant funds. Deep rooted native plants provide stormwater benefits for water quality and reduce runoff. Education about pollinators, native plants, and stormwater will benefit the public and help to meet outreach goals in the Stormwater Plan and the County's NPDES permit.

Strategic Impact

Quality of Life

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

Native plantings are a holistic way to support employee and public wellness by encouraging time outdoors in close proximity to nature. Support for ecosystem health by leading by example. Providing public education for the ecosystem benefits of native environments in place of traditional turf.

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

In 2020, A bid process was used through the county's procurement office. Four vendors were contacted and three responded with Pizzo and Associates was the lowest bidder. Internal staff were used to design the plan and prepare the specifications at a cost savings. Contractor is working in good faith and is qualified to finish the work. Hiring a new contractor would incur additional expense.

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

Recommended: Extend the contract to allow the contractor to meet performance standards at no additional cost to the county
Alternative: close the contract and manage the area at the county's expense

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.

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