



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 25, 2025

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: DuPage County Public Works	Department Contact: Sean Reese
Contact Email: Sean.reese@dupagecounty.gov	Contact Phone: 630.985.7400
Vendor Name: Aldridge Electric Inc	Vendor #: 22995

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

Approve contract extension to November 30, 2025 for construction related services associated the Woodridge Greene Valley and Knollwood Wastewater treatment for the electrical infrastructure improvements.

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

A contract time extension to November 30, 2025 is necessary to complete punch list items prior to final completion of the project. The contractor is continuing to work to finalize the project due to significant delays from electrical components.

Strategic Impact

Financial Planning

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

Construction related services for the electrical infrastructure improvements at the Woodridge Greene Valley and Knollwood Wastewater Treatment Plants is crucial to keeping the plants operational. The infrastructure was original to the construction of the plants in the 1980's and required updating to maintain operation in the event of a power failure.

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

A formal bid was sent out for the electrical infrastructure improvements. DuPage County Public Works received 5 bidders on the scope of work. The lowest responsive, responsible bidder was Aldridge Electric.

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

1. Approve contract time extension to November 30, 2025.
2. Do not approve the time extension. Not recommended due to substantial completion already being submitted.
3. Do not approve the time extension and go back out for another company to complete the outstanding work. Not recommended due to the companies experience in constructing the electrical infrastructure improvements.

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.

Time extension only. No change in contract total.