



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 19, 2025

File ID #: _____

Purchase Order #: 7243-0001-SERV

Requesting Department: Stormwater Management	Department Contact: Jamie Lock
Contact Email: jamie.lock@dupagecounty.gov	Contact Phone: 630-407-6705
Vendor Name: Copenhagen Construction, Inc.	Vendor #: 13083

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 - The original contract needs to be increased to accommodate additional quantities necessary to complete the contract as intended.

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

Additional quantities are necessary for several line items previously established in the bid documents. These additional quantities are based on field conditions encountered that were not foreseeable during the time of the bid. Staff has estimated this overage for the contract based on field measurements and best available data.

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

Bid #24-091-SWM

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

Staff recommends increasing the contract to complete the project. If the contract is not increased, the work cannot be completed, leaving the flood control project unfinished and the community at risk.

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.

FY2025 - 1600-3000- 53830 - \$59,300