



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: Nov 4, 2025

File ID #: 25-2718

Purchase Order #: 6826-0001SERV

Requesting Department: Facilities Management	Department Contact: Cathie Figlewski
Contact Email: catherine.figlewski@dupagecounty.gov	Contact Phone: X5665
Vendor Name: Amber Mechanical Contractors	Vendor #: 12405

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 May 31, 2026 to complete current HVAC project at the JTK building.

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

A contract extension to May 31, 2026 is necessary to complete the current HVAC project due to a delayed lead-time on materials necessary to complete the project.

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

Lowest responsible bid #23-125-FM.

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

- 1) Approve contract time extension to May 31, 2026.
- 2) Do not approve time extension. Not recommended because the HVAC replacement project at the JTK building is currently under construction and Amber Mechanical Contractors has substantially completed most of 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.

Time extension only. No change in contract total.