



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: Jul 14, 2025

File ID #: 25-1722

Purchase Order #: 7470-0001SERV

Requesting Department: Community Services	Department Contact: Gina Strafford-Ahmed
Contact Email: gina.strafford@dupagecounty.gov	Contact Phone: 630-407-6444
Vendor Name: My Green House HVAC	Vendor #: 45320

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

Extend contract from 6/30/2025 until 11/30/2025

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

The WEX DOE grant was extended, thus the contract should be extended.

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

RFP #24-099-WEX

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

Approve the extension to give WEX program additional time to provide client services under the WEX DOE grant.

Do not approve the extension and end the contract 6/30/25.

Put out a new RFP to obtain another vendor to complete the work under the WEX DOE grant extension.

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 cost to the county. Funds are DOE WEX grant funds; 5000-1400, 5000-1430, 5000-1490, and 5000-1555.