



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: Aug 26, 2025

File ID #: 25-1883

Purchase Order #: 7800-0001SERV

Requesting Department: Facilities Management	Department Contact: Tim Harbaugh
Contact Email: tim.harbaugh@dupagecounty.gov	Contact Phone: x5670
Vendor Name: Huen Electric, Inc.	Vendor #: 26397

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

Amendment to County Contract #7800-0001 SERV issued to Huen Electric, Inc., for Phase II installation of solar panels on the roof of the JTK Administrative Building, for Facilities Management, to add additional scope of work to include new solar panels on the JTK Auditorium roof, extend the contract expiration to November 30, 2026 and increase funding in the amount of \$224,183, taking the original contract amount from \$574,833, and resulting in a final County cost of \$799,016, an increase of 39%. Partial EECBG funded.

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

An increase in the solar array size will maximize current available state and federal incentives. DuPage County would lose out on federal and state incentive dollars if the the original solar array were not to be expanded at this time. The contractor is maintaining the original base bid contract price per kilowatt.

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

Lowest Responsible bid #25-075-FM.

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

- 1) Staff recommends approval to make a contractual scope change, extend contact and increase the contract in the amount of \$224,183.00 so the additional solar array can be constructed in a efficient time frame to potentially earn a tax rebate for DuPage County.
- 2) Bid as a separate array project but not have access to current incentives.
- 3) No other options.

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.

Funding source: An additional \$224,183.00 from budget code 6000-1220-54010. There is no additional funding requirements.