



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: Jun 3, 2025

File ID #: 25-1451

Purchase Order #: 7721-0001 SERV

Requesting Department: Facilities Management	Department Contact: Mary Ventrella
Contact Email: mary.ventrella@dupagecounty.gov	Contact Phone: 630-407-5705
Vendor Name: Allied Valve, Inc.	Vendor #: 21794

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 Resolution FM-P-0026-25 issued to Allied Valve, Inc., to test, repair, and re-certify safety relief valves for boilers at the Power Plant, for Facilities Management, to change the contract term from a three year term to a one year term for the period May 28, 2025, through May 27, 2026, and to reduce the contract amount from \$70,640 to \$17,660, a decrease of 75.00%.

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

Allied Valve, Inc. is not able to hold their pricing for the (3) three year contract term. Therefore the vendor and Facilities Management has agreed to reduce the current contract to a (1) one year contract term, and reduce the total contract dollar amount from \$70,640 to \$17,660.

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

Bid #25-054-FM

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

- 1) Staff recommends approval to decrease the contract in the amount of \$52,980 and reduce the contract term from (3) three years to (1) year contact term.
- 2) 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.

No fiscal impact.