



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: Jan 9, 2025

File ID #: JPS-CO-0001-25

Purchase Order #: 7032-0001 SERV

Requesting Department: Sheriff's Office	Department Contact: John Putnam
Contact Email: john.putnam@dupagesheriff.org	Contact Phone: 630-407-2050
Vendor Name: Trinity Services Group, Inc.	Vendor #: 30797

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

Increase in the caloric content and food options for correctional detainees. Contract increasing from \$1.79/meal to \$2.23/meal.

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

Serving sizes and caloric content are traditionally one of the highest grievances found in corrections. This slight modification allows for increased food options and a higher caloric intake.

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

This is an increase to the existing contract. When this contract was put out to bid, Trinity Food Services was the only vendor.

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

Recommendation is to proceed with this contract change. The only other option is to remain status quo.

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.

Increase contract by \$100,345.00 for a new contract total not to exceed \$1,325,376.00.