



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: May 8, 2023

MinuteTraq (IQM2) ID #: 23-1788

Department Requisition #: _____

Requesting Department: Facilities Management	Department Contact: Tim Harbaugh
Contact Email: tim.harbaugh@dupageco.org	Contact Phone: x5670
Vendor Name: Helm Mechanical, Inc.	Vendor #: 39151

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

Contract Extension to December 31, 2023, to complete the Jail B HVAC replacement project, for Facilities Management. No change in contract total. Per lowest responsible bid - Jail B HVAC. (ARPA Funded)

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

Contract extension needed due to unforeseen supply chain delays.

Strategic Impact

Quality of Life

Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

The new HVAC system will provide required/necessary air treatment and disinfection of the air in the jailhouse thus minimizing airborne pathogens such as the COVID-19 that both employees and detainees may be exposed to within the facility

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

Lowest responsible bid - Jail B HVAC

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

- 1) Extend the contract to finish the installation of the HVAC at Jail B for Facilities Management.
- 2) Do not extend the contract. Not recommended due to the fact the installation has already begun and needs to be finalized.

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. Contract extension only.