



**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 12, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

Department Requisition #: \_\_\_\_\_

Requesting Department: DuPage County Public Works	Department Contact: Drew Cormican
Contact Email: drew.cormican@dupagecounty.gov	Contact Phone: 630.985.7400
Vendor Name: SAVECO North America, Inc.	Vendor #: 43687

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.  
 Approve contract time extension with Saveco North America, Inc. to manufacture and deliver the Septage Receiving Station that was procured under 24-009-PW.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.  
 A time extension of 6 month is required due to manufacturing delays from SAVECO North America. The delays are a result of the continued effects of the global supply chain shortage in regards to electrical components. SAVECO has provided an estimated delivery date of the septage receiving station in Q1 of 2025.

**Strategic Impact**  
 Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.  
 The Septage Receiving Station will limit the downstream impact on equipment and provide a steady flow of septage to the plant. The Septage Receiving Station will also provide more consistencies in billing and allow better tracking/screening for what goes into the wastewater treatment plant. The Woodridge Greene Valley Wastewater Treatment Plant is one of three facilities that accepts septage, but we do not accept any fats, oils, or greases.

**Source Selection/Vetting Information** - Describe method used to select source.  
 SAVECO North America, Inc. was the lowest, responsible bidder on 24-009-PW for the Septage Receiving Station that was bid in January of 2024. We had three competitive bidders that match the specifications that were provided through the bid.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.  
 1) Extend the contract with SAVECO North America, Inc. as this is a current, on-going contract to manufacture and deliver the septage receiving station. Recommended in order to continue with the on-going project.  
 2) Do not extend the contract. Not recommended due to the fact the project has begun and is on-going at this time.

**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. Time extension only.