



# 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: Nov 1, 2023

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

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

Requesting Department: Sheriff's Office	Department Contact: Colleen Zbilski
Contact Email: colleen.zbilski@dupagesheriff.org	Contact Phone: 630-407-2122
Vendor Name: LDV, Inc	Vendor #: 39540

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

Approval of extension of contract expiration date for PO# 5822-0001 SERV from 5/9/2023 to 11/30/2023. No change in the contract total.

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

Sheriff's Office requires a change order to extend the PO for the purchase of the Mobile Command Post Vehicle from 5/9/2023 to 11/30/2023. The funds were appropriated in FI-R-0543-21, 11/23/2021, and PO # 5822 was approved 5/10/2022 with a 1-year expiration. Production and supply-chain issues have caused delays in delivery. The Command Post is now ready for the Sheriff's Office to take possession, and the PO needs to be extended.

**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 Mobile Command Center will allow the Sheriff's Office and MERIT to provide safe and efficient on site operations.

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

This is an extension of a PO.

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

Recommendation to extend contract term to pay vendor and take possession.

**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.

There is no additional cost to the extension of this contract.