



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 15, 2025

File ID #: _____

Purchase Order #: 7431

Requesting Department: Community Services	Department Contact: Gina Strafford-Ahmed
Contact Email: gina.strafford@dupagecounty.gov	Contact Phone: 630-407-6444
Vendor Name: Healthy Air Heating & Air, Inc.	Vendor #: 14166

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

Increase contract by \$40,000 to cover expenses for services incurred during the contract time period.

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

Increase contract for services already incurred. This will result in a decrease of PO # 7470 My Green House HVAC, LLC.

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

RFP #24-099-WEX

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

1. Approve increase to Healthy Air Heating & Air to ensure we abide by the prompt payment act.
2. Do not approve and violate policy.

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.