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: Oct 16, 2023

MinuteTraq (IQM2) ID #:

Department Requisition #: 923029

Requesting Department:	ETSB	Department Contact:	Eve Kraus
Contact Email:	etsb911@dupageco.org	Contact Phone:	630-550-7743
Vendor Name:	Motorola Solutions, Inc.	Vendor #:	10115

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

Motorola has a master contract with the State of Illinois for STARCOM21. This contract has designated rates for radios, accessories, parts and labor. This is a request for open Purchase Order 923029 for $50,000.00 to service and maintain the portable and mobile radios and radio consoles in the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS).

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

This open purchase order process were developed in conjunction with the Auditor's Office and the Finance Department over ten years ago to supply ETSB with Motorola parts not covered under contract. This open Purchase Order will allow the ETSB to purchase replacement parts under $5,000 for the DEDIRS radio system as needed throughout the fiscal year. There is a one month overlap in the contract dates to avoid gaps in service.

Strategic Impact

Customer Service

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

Motorola Solutions has centralized repair stations for items that can't be repaired in the field for mobile, portable and infrastructure products. An open Purchase Order allows for the purchase of consumable items not covered under the service contract such as batteries and microphones as well as certain repairs that are not covered under the service agreement.

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

This Purchase Order is made through the IL State Master Contract STARCOM CMT2028589.

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

1. Approve Purchase Order 923029 to allow timely repair of DEDIRS equipment and proper tracking of costs.
2. Deny Purchase Order 923029 and delay the repair of first responder equipment.

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.

Funds have been budgeted for FY24-25 in 4000-5820-52250: Auto/Machinery Replacement Parts in place of 52250: Auto/Machinery Equipment/Parts. Approval will allow staff to encumber said funds in the amount of $50,000.00.