



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: Sep 19, 2024

File ID #: 24-2562

Purchase Order #: 6571-0001SERV

Requesting Department: Facilities Management	Department Contact: Cathie Figlewski
Contact Email: catherine.figlewski@dupagecounty.gov	Contact Phone: x5665
Vendor Name: Fox Valley Fire & Safety Company, Inc.	Vendor #: 11067

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

Approval to increase contract by \$16,260 for a new contract total of \$109,510.00. This increase is for 5-year hydrostatic testing and repairs needed on campus.

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

Per state statute the sprinkler systems on campus must have hydrostatic testing inspections every 5 years based on when each sprinkler system was installed. This test pressurizes the system and looks for blockages and this year there were more inspections and repairs than anticipated.

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

This contract term was a renewal option under bid award #22-080-FM.

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

Staff recommends approval of change order to increase contract for testing and repairs that have already been completed.

- 1) Approve the contract increase of \$16,260.00. Recommended due to the need of life safety at DuPage County campus.
- 2) Do not approve change order, however staff does not recommend this, an increase to this contract is necessary for the additional testing and repairs that have already been completed.

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.

Monies are budgeted in 1000-1100-53300 (\$15,000) for Facilities Management and 1500-3510-53300 (\$1,260) for DOT.