



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 20, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: DuPage County Sheriff	Department Contact: Dan Bilodeau
Contact Email: dan.bilodeau@dupagesheriff.org	Contact Phone: 630-407-2402
Vendor Name: Public Safety Direct	Vendor #: 14308

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 \$14,000.00 to cover additional costs for up fitting of new vehicles and repairs on existing vehicles.

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

Multiple vehicles were delivered unexpectedly. The board funded the cost of equipment and now that the equipment has arrived, the contract total needs to be increased for the labor to build and repair the vehicles.

Strategic Impact

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

Allow for up fitting and repairs on Sheriff's vehicles

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

We are already in contract with this vendor.

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

As we are contracted with PSD, and the contract is renewed for next year as well, we need to increase to contract total to keep the building and the repairs of the vehicles on a continual path. If we do nothing, the cars and the purchased equipment will sit unused until the new contract begins

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.

Increase contract \$14,000.00 for a new contract total not to exceed \$740,816.70, an increase of 1.93%