



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: Apr 4, 2025

File ID #: JPS-CO-000525

Purchase Order #: 7006-0001-SERV

Requesting Department: Probation and Court Services	Department Contact: Sharon Donald
Contact Email: sharon.donald@dupagecounty.gov	Contact Phone: 630-407-8413
Vendor Name: Titan Image Group, Inc.	Vendor #: 11753

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

Approve contract increase of \$2,400.00 for Probation and Court Services provided by County Contract #7006-0001-SERV.

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

Titan Image Group provides envelopes and printing services to various departments of DuPage County including department of Probation and Court Services.

The Titan Imaging Group has been a vendor with DuPage County for many years providing such services and currently has a contract with DuPage County for these services.

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

Titan Image Group has a contract with DuPage County as the lead. The County went through the normal procurement procedures and has the final bid tab.

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

1. Approve contract increase totaling \$2,400.00. Recommended due to the contract already been in place for the County with #7006-0001-SERV
2. Do not approve the contract increase and go out to bid for similar services. This is not recommended due to the contract already being in place with the County and the dollar amount spent per year is estimated to be below \$15,000.00.

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 line 15 for \$2,400.00 - 1000-6100-53800 for FY'25 for Probation.