



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 29, 2024

File ID #: 24-2397

Purchase Order #: 6612-0001-SERV

Requesting Department: Sheriff	Department Contact: Dan Bilodeau
Contact Email: dan.bilodeau@dupagesheriff.org	Contact Phone: 630-407-2402
Vendor Name: LDV	Vendor #: 39540

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.
 Extension of the PO due to lead/build time for the vehicle while budgeted and approved in FY24, the vehicle will not be completed until FY25

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.
 These are custom built vehicles and the anticipated completion of this vehicle is Feb-March 2025. The funds are encumbered by finance and included in the FY 25 budget

Original Source Selection/Vetting Information - Describe method used to select source.
 This source was selected and approved in FY24 and this is just an extension of the PO to FY25

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.
 Recommended to approve the extension of the PO for the completion of the build.

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 already been approved and encumbered and this is just an extension to the PO.
 Extend contract to May 31, 2025.