



# 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: May 20, 2024

File ID #: \_\_\_\_\_

Purchase Order #: 6544-SERV

Requesting Department: Division of Transportation	Department Contact: Roula Eikosidekas
Contact Email: roula.eikosidekas@dupagecounty.gov	Contact Phone: 630-407-6920
Vendor Name: Lightle Enterprises of Ohio	Vendor #: 39597

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

Requesting approval to extend the current contract PO #6544-SERV to expire at the end of fiscal year 2024 (11/30/2024).

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

Contract #6544-SERV was issued to Lightle Enterprises, to furnish and deliver sign faces for the DOT Sign Shop. It would be beneficial to align the contract expiration date with a less busy time of the year, as it currently falls during our peak season.

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

Contract #6544-SERV was awarded through Bid# 23-058-DOT

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

DOT staff recommends approval of this change order to extend PO #6544-SERV and expire at the end of fiscal year 2024 to 11/30/2024.

Alternatives:

1. Allow the current contract to expire and rebid to assure the correct dates.
2. Status quo

**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.

No change in the contract encumbrance.