



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 11, 2025

File ID #:

Purchase Order #: 7189-1-SERV

Requesting Department: IT	Department Contact: Shanita Thompson
Contact Email: Shanita.Thompson@dupagecounty.gov	Contact Phone: 630-407-5023
Vendor Name: Toshiba	Vendor #: 44522

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 as follows:

Increase Line #21 by \$14,946.55 for a new line total of \$21,788.95.

Increase Line #22 by \$4,988.33 for a new line total of \$9,448.40.

Increase Line #23 by \$4,462.18 for a new line total of \$37,268.98.

Increase Line #24 by \$42,523.96 for a new line total of \$52,940.03.

Increase Line #85 by \$86,792.65 for a new line total of \$100,000.00.

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

An increase is necessary to be able to pay invoices through the remainder of the contract.

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

Bid # 24-019-IT

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

- 1) Do not approve and leave departments unable to pay invoices.
- 2) Approve change order so departments may pay invoices.

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.

\$14,946.55 - 1000-4200-54100 - FY2025

\$4,988.33 - 1000-4200-53800 - FY2025

\$4,462.18 - 1000-4220-54100 - FY2025

\$42,523.96 - 1000-4220-53800 - FY2025

\$86,792.65 - 1000-1110-53800 - FY2025