



## 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 24, 2023

MinuteTraq (IQM2) ID #: \_\_\_\_\_

Department Requisition #: \_\_\_\_\_

Requesting Department: Finance	Department Contact: Jim Morrissy
Contact Email: Jim.Morrissy@dupageco.org	Contact Phone: 630-407-6116
Vendor Name: Canon Solutions America, Inc.	Vendor #: 10216

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

1. Extend contract end date from 9/30/23 to 3/31/24
2. Increase total contract lifetime amount by 10.31% from \$1,434,498.00 to \$1,582,460.00 by adding \$147,962.00 to original amount.

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

1. Contract term extension to provide ample time to evaluate bidder's responses.
2. Additional funds needed to cover operating expenses for the extended portion of the contract.

#### Strategic Impact

Financial Planning

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

Extending contract term to allow for County to properly prepare bid documents and review responses to ensure that all County wide printer/copiers meet the departments needs.

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

Current contract established via competitive bidding (Bid #18-020-LG).

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

1. Extend contract to allow time for the County to issue an RFP.
2. Allow contract to lapse which would effect printing capabilities for all County departments.

**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.

Fiscal impact for FY23 is \$49,302.00.

Fiscal impact for FY24 is \$98,660.00.