



## 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 23, 2025

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

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

Requesting Department: DuPage County Public Works	Department Contact: Sean Reese
Contact Email: sean.reese@dupagecounty.gov	Contact Phone: 630.985.7400
Vendor Name: Sheffield Safety and Loss Control	Vendor #: 39176

**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 extension of 26 days to 6/24/2025. Contract was previously extended to complete the scope of work and issue a new RFP.

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

A contract extension is required to maintain a safety program manager in the instance a issue occurs. The current scope of work will be completed and a results will be provided to the County for review.

#### Strategic Impact

Quality of Life

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

A Safety Program Manager consultant is required to be on-call in the instance a situation arises that requires their services. Not having a safety consultant on-call could be a liability to the County. The consultant will maintain current safety policies to ensure compliance with current safety regulations.

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

Sheffield Safety & Loss Control, LLC was awarded the contract on RFP 21-064-PW. There was 4 bidders at that time and the scoring awarded Sheffield Safety & Loss Control.

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

1. Approve contract extension of 26 days to 6/24/2025.
2. Do not approve contract extension. Not recommended due to the importance of having a safety program manager on-call as needed.
3. Do not approve contract extension and call a vendor if needed. Not recommended due to the previous experience Sheffield Safety has with the County and its facilities.

**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.

Contract extension only. No fiscal Impact