



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: Nov 30, 2023

MinuteTraq (IQM2) ID #: 24-0056

Department Requisition #: _____

Requesting Department: Building & Zoning	Department Contact: Marla Flynn
Contact Email: Marla.Flynn@dupagecounty.gov	Contact Phone: X6789
Vendor Name: SAFEBuilt Illinois LLC	Vendor #: 33979

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

Request to extend existing contract 60 days with no change to the contract amount.

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

The current contract expires on 11/30/23. At this time there is no new contract in place. It is necessary to extend the existing contract at this time.

Strategic Impact

Customer Service

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

This contract is for Professional Services to perform building and plumbing plan reviews for residential and commercial buildings in unincorporated DuPage County.

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

This contract is for Professional Services to perform building and plumbing plan reviews for residential and commercial buildings in unincorporated DuPage County per RFP #20-059-BZ for the period of December 1, 2022 through November 30, 2023.

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

1. Do not approve 60 day extension to allow plan reviews to be completed.
2. Perform services in-house. Department does not have qualified staffing to provide this service in-house.

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.

The original contract was for \$125,000 for FY23. There is still enough remaining funds on the contract to cover a 60 day extension.