



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: Aug 15, 2025

File ID #: _____

Purchase Order #: 7751

Requesting Department: Community Services	Department Contact: Gina Strafford-Ahmed
Contact Email: gina.strafford@dupagecounty.gov	Contact Phone: 630-407-6444
Vendor Name: Crowley Engineering LLC	Vendor #: 46283

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 by \$4,086.72 to cover expenses for services incurred during the contract time period.

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

Increase contract for services already incurred for a multi-family project. Total cost for services was an estimate at time of contract.

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

RFP #24-099-WEX

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

1. Approve increase to Crowley Engineering LLC to ensure we abide by the prompt payment act.
2. Do not approve and violate policy.

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 fiscal impact.