



## 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: June 25, 2024

File ID #: \_\_\_\_\_

Purchase Order #: 6791

Requesting Department: Community Services	Department Contact: Gina Strafford-Ahmed
Contact Email: gina.strafford@dupagecounty.gov	Contact Phone: 630-407-6444
Vendor Name: Healthy Air Heating & Air Inc.	Vendor #: 14166

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

Increase current PO by \$40,000, with funds already allocated to the current budget code. Funds are coming from a decrease from PO 6789.

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

Vendor Healthy Air has more availability to perform more weatherization work as needed.

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

Competitive RFP was conducted in selecting vendor.

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

- 1) Do nothing have necessary weatherization work not performed for at risk residents.
- 2) Increase PO and ensure that necessary weatherization work is provided to at risk residents.

**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 cost impact due to funds being moved from another weatherization vendor to Healthy Air who is able to perform weatherization work as needed.