



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 14, 2025

File ID #: _____

Purchase Order #: 7721-0001 SERV

Requesting Department: Facilities Management	Department Contact: Mary Ventrella
Contact Email: mary.ventrella@dupagecounty.gov	Contact Phone: 630-407-5705
Vendor Name: Allied Valve, Inc.	Vendor #: 21794

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

Change order to increase contract Purchase Order #7721-0001 SERV, issued to Allied Valve, Inc., to test, repair, and re-certify safety relief valves for boilers at the Power Plant, for Facilities Management, in the amount of \$55,000, taking current contract amount from \$27,660 to \$82,660, a cumulative percent of all change orders 17.02%.

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

Facilities Management has 14 safety valves for the boilers at the Power Plant which require annual testing, repair, and certifying, on a rotating basis. Due to unforeseen repair costs, the contract needs to be increased to cover current and future repair costs.

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

Bid #25-054-FM

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

- 1) Staff recommends approval to increase the contract in the amount of \$55,000.
- 2) No other options.

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.

\$16,170.00 FY25