



# 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: Apr 15, 2025

File ID #: 25-1096

Purchase Order #: 6953-0001 SERV

Requesting Department: Facilities Management	Department Contact: Tim Harbaugh
Contact Email: tim.harbaugh@dupagecounty.gov	Contact Phone: x5670
Vendor Name: Carbon Day	Vendor #: 14176

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

Contact Extension to November 30, 2025, to complete the installation of two (2) EV charging stations on County campus, for Facilities Management. No change in contract total.

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

Contract extension needed due to delays in finding a vendor to complete the installation of the EV charging stations.

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

Intergovernmental Cooperation Act - Sourcewell Contract #042221-CPI.

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

- 1) Extend the contract to finish the installation of two (2) EV Charging stations for Facilities Management.
- 2) Do not extend contract. Not recommended due to the fact the we already have the charging stations in our possession.

**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.

Facilities possesses two EV Chargers, however, since they are not made in America they are not eligible to be purchased through the grant. The funding will now come out of Facilities Management Infrastructure fund 6000-1220-54010.