



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: Sep 19, 2024
 File ID #: JPS-CO-0009-24

Purchase Order #: 5567-0001SERV

Requesting Department: OHSEM	Department Contact: Craig Dieckman
Contact Email: craig.dieckman@dupagecounty.gov	Contact Phone: 630-407-2916
Vendor Name: Advent Systems, DBA Allied Universal Tech Srvc	Vendor #: 10691

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.
 Increase Purchase Order #5567-0001 SERV by \$75,000 to use funds approved for FY2024 in "New Programs" for parts and labor for cameras and access control equipment.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.
 OHSEM's FY2024 budget (Campus Security, 1000-1130) includes \$75,000.00 in "New Programs" for one-time parts and labor for cameras and access control equipment. This is in addition to the \$57,968.00 that OHSEM has budgeted every year for the past few years for on-going repairs and maintenance to this equipment. This increase to the Purchase Order will allow the one-time additional funds to be used for a long-term return on campus safety.

Original Source Selection/Vetting Information - Describe method used to select source.
 RFP/BID #21-085-OHSEM

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.
 Staff recommends that the approved budgeted funds be used in FY2024 to ensure campus safety needs are met by investing in and maintaining the Government Center's cameras and access control systems.
 Option 1: Defer work until future years, but lose the \$75,000 approved for FY2024. Option 2: Reduce coverage and also risk having failed card readers and access control panels. (Doors will not unlock if access control panels fail.)

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.
 If approved, PO will be increased to use budgeted FY2024 amount of \$75,000. Funds will be transferred FROM 1000-1130-53999-0000 "New Prog Requests-Contract Svc" TO 1000-1130-53370-0000 "R M MACH EQP".
 This is a one-time request. The PO expires on 11/30/2024.