



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: Nov 5, 2024

File ID #: 24-2714

Purchase Order #: 5972-0001SERV

Requesting Department: Facilities Management	Department Contact: Cathie Figlewski
Contact Email: catherine.figlewski@dupagecounty.gov	Contact Phone: x5665
Vendor Name: Village of Glendale Heights	Vendor #: 10228

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

AMENDMENT to Resolution FM-P-0217-22, (Contract 5972-0001 SERV), issued to the Village of Glendale Heights on behalf of the Eighteenth Judicial Court Circuit, for the lease of property for use as courtroom facilities, for Facilities Management, for a change order to change the contract expiration date of November 30, 2025 to March 12, 2025 and decrease the contract amount by \$75,250, taking the original contract amount of \$245,708.00, and resulting in an amended contract amount not to exceed \$170,458.00, a decrease of 30.63%.

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

Based on the September 24, 2024 written recommendation of the Court Administrator, the County has determined that it is not in the best interest of the County of DuPage to continue the Agreement with the Village of Glendale Heights.

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

The Judiciary staff and County operate a satellite traffic court located in the Village of Glendale Heights since 1996. The Village of Glendale Heights agreed to a new lease agreement for thirty-six (36) month period December 1, 2022 through November 30, 2025

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

The Public Works Committee recommends changing the term of the contract as stated in the Change Order dated November 5, 2024 to County Contract #5972-0001 SERV, issued to the Village of Glendale Heights, to change the contract expiration date of November 30, 2025 to March 12, 2025 and decrease the contract amount by \$75,250.00.

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.

We have requested that Finance reduce budget line 1000-1100-54000-0700 in the amount of \$75,000 for fiscal year 2025.