



## 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: Jun 4, 2025

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

Purchase Order #: 7394-1-SERV

Requesting Department: Division of Transportation	Department Contact: Michael Figuray
Contact Email: michael.figuray@dupagecounty.gov	Contact Phone: 6920
Vendor Name: Lightle Enterprises of Ohio LLC	Vendor #: 39597

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

DOT is requesting an increase to purchase order 7394-1-SERV issued to Lightle Enterprises of Ohio to furnish and deliver sign materials-rolled goods, as needed for the Division of Transportation.

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

The Division of Transportation budgeted for the original contract amount of \$90,000.00 to be expended during both the 2024 and 2025 fiscal years. Because the contract award was delayed which resulted in the budget years not aligning with the actual expenses. The Division of Transportation requested a decrease in the encumbrance of \$80,000.00 to address the fiscal year obligation of the funds under the awarded contract.

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

First renewal per low bid #23-058-DOT

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

An increase to the contract encumbrance based on the additional demand of rolled goods for the remainder of the fiscal year is the recommended course of action since terminating this contract and soliciting proposals for a new contract would be counter-productive and more costly.

**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.

FY2025 funds are available.