



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: May 9, 2023

MinuteTraq (IQM2) ID #: 23-1796

Department Requisition #: _____

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|--|----------------------------------|
| Requesting Department: Facilities Management | Department Contact: Tim Harbaugh |
| Contact Email: tim.harbaugh@dupageco.org | Contact Phone: x5670 |
| Vendor Name: Wight Construction Services, Inc. | Vendor #: 26311 |

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 extend contract to December 31, 2025, in order to complete various capital projects that were made part of the existing agreement; additional work with uncommitted dollars is being pursued. 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.

Requesting to extend this agreement in order to complete various capital projects that were made part of the existing agreement, and for projects being prepared for consideration by the county Board which requires planning, preliminary design and construction cost estimating. No change to contract total.

Strategic Impact

Financial Planning

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

Staff is working at maximum work load to manage majority of the construction projects on campus.

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

The selection of this firm was based on the need to complete work as expeditiously and efficiently as practical to provide the needed benefits these projects will provide, and past experience of the two most recent construction projects completed on the County Campus, the DU-COMM "911" facility and the Linda Kurzawa Community Center by Wight Construction Services, Inc.

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

1. Approve a change order to extend the contract expiration date to December 31, 2025. No change in contract total.
2. Go through the bidding / Quality Based Selection process to look for a vendor with the same qualifications, knowledgeable staff and overall experience as Wight Construction Services, Inc.

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.

No fiscal impact. Contract extension only.