



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: Aug 9, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: 922029/5953-1

Requesting Department: ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupageco.org	Contact Phone: 630-550-7743
Vendor Name: Watson Furniture Group	Vendor #: 12909

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

Request for Change Order #2 to Watson Furniture Group PO 922029/5953-1 to extend the contract date in the County Finance software to December 31, 2023 to allow time to complete the installation of the monitor arrays in the DU-COMM Public Safety Answering Point (PSAP). There is a non-monetary change being made to this contract.

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

Watson Furniture Group d.b.a. Watson Consoles is a certified vendor who provides dispatch console furniture to PSAPs. This purchase replaced the array system on the PSAPs' 68 original console positions. The arrays within ACDC were installed in FY22. The DU-COMM interim Director did not want to do an incremental install. This work now must be completed in a shorter window in order for the consoles to be ready for CAD and CPE upgrades which require 24 inch monitors. ETSB has worked with the current DU-COMM Director to complete the array upgrade in October.

Strategic Impact

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

This change order will extend the PO in the County Finance software until the end of the year.

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

Watson Consoles provided the furniture for the Public Safety Answering Points (PSAPs). The furniture in the ACDC and DU-COMM PSAPs were purchased through Dick Buss & Associates, a Watson channel partner, who are certified installation and service providers for Watson Consoles. Using the same vendor keeps warranties and service intact per contract.

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

1. Allow Change Order #2 to allow for the purchase order extension and the scheduled work to be completed.
2. Deny Change Order #2 and the purchase order will expire.

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.

This is a non-monetary change order.