



# 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 18, 2025

MinuteTraq (IQM2) ID #: \_\_\_\_\_

Department Requisition #: \_\_\_\_\_

Requesting Department: Facilities Management	Department Contact: Mary Ventrella
Contact Email: mary.ventrella@dupagecounty.gov	Contact Phone: 630-407-5705
Vendor Name: A&P Grease Trappers, Inc.	Vendor #: 12241

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

Increase contract amount from \$87,750.00 to \$102,750.00 to allow for Procurement to re-bid these services.

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

Contract 6937-0001 SERV is for sanitary, grease trap and storm basin pumping, jetting and cleaning, as needed for the County campus. The County will be issuing a new bid due to previous unsuccessful bids.

### Strategic Impact

Quality of Life

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

A contract for sanitary, grease trap and storm basin pumping, jetting and cleaning is needed to prevent odorous backup, expensive repairs, and to avoid any potential health issues.

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

Lowest responsible bid #21-017-FM.

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

1. Procurement to re-bid these services.
2. Do not increase contact value and pay for services not protected by a contract.
3. Do not perform necessary services and risk odorous backup, expensive repairs, and potential health issues.

**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.

Increase funds for Facilities Management portion in the amount of \$15,000; 1000-1100-53300, FY25.