



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 24, 2023

MinuteTraq (IQM2) ID #: 23-1922

Department Requisition #: _____

Requesting Department: Facilities Management	Department Contact: Geoff Matteson
Contact Email: geoffrey.matteson@dupageco.org	Contact Phone: 630-407-5700
Vendor Name: Weatherproofing Technologies, Inc.	Vendor #: 13080

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

Approve change order #2 to County contract 4639-0001 SERV, issued to Weatherproofing Technologies Inc, to extend contract to 03/31/24 and increase line #3 1000-1100-53300 \$35,000.00, for a change in contract value to \$296,525.87, an increase of 13.38%.

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

This contract is for annual preventative maintenance and minor repairs as needed for campus roofs. An extension is necessary in order to complete inspections and minor repairs through the expiration date of the Omnia Partners contract #R180903, February 29, 2024. County Contract 4639-0001 SERV was issued to Weatherproofing Technologies Inc. for the period May 1, 2020 through April 30, 2023 for a total contract amount not to exceed \$261,525.87.

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.

Annual standard roofing housekeeping, maintenance and inspections are necessary for campus roofs; these provide the data to analyze conditions, budget for restoration or replacement and to qualify new roofing warranties. There are approximately 665,396 square feet of roofing on campus facilities in 189 different roof areas that need to be maintained to protect \$15M worth of roof assets. A consistent roof maintenance program will assist with extending the life of existing roofs through timely inspections and preventative maintenance.

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

Weatherproofing Technologies Inc., provided low bid pricing utilizing Omnia Partners joint purchasing agreement pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act".

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

- 1) Approve change order #2 to County Contract 4639-0001 SERV, issued to Weatherproofing Technologies Inc, to extend contract to 03/31/24 and increase line #3 1000-1100-53300 \$35,000.00, for a change in contract value to \$296,525.87.
- 2) Do not approve a contract and let the roof systems warranties expire and have the roofs fall into disrepair.

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.

Monies are available in 1000-1100-53300 REPAIR & MTCE FACILITIES.