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 3, 2024
File ID #: 24-1693
Purchase Order #: 6956-1-SERV

Requesting Department: IT	Department Contact: Shanita Thompson
Contact Email: Shanita.Thompson@dupagecounty.gov	Contact Phone: 630-407-5023
Vendor Name: Toshiba	Vendor #: 14171

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

Increase the contract in the amount of $261,678.69 for the following:
1. Add new line for ETSB Acct 4000-5820-54100: New Equipment - $63,928.27
2. Add new line for ETSB Acct 4000-5820-53800: Printing Cost - $30,571.73
3. Add to Line 29: $100,107.00 (Sheriff)
4. Add to Line 30: $67,071.69 (Sheriff)

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

The ETSB Division was having issues with the previous vendor regarding lack of copiers & printing needs and we wanted to make sure they were right-sized. This was included in the original packet that was sent to board on March 12, 2024.

Additionally, there was an oversight with the original order for the Sheriff's office, which included 31 copiers. After the delivery of Toshiba equipment, staff reassessed and determined their office required 16 additional machines for a new total of 47.

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

The original contract was competitively sourced via RFP #24-019-IT.

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

1) Staff recommends adding the machines to ensure both departments have the necessary resources to operate efficiently.
2) If we do not add the machines for these departments, it will be an issue because they will not be able to operate efficiently.

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.

ETSB Acct 4000-5820-54100: New Equipment - $63,928.27
ETSB Acct 4000-5820-53800: Printing Cost - $30,571.73
Sheriff Acct 1000-4400-54100: New Equipment - $$100,107.00
Sheriff Acct 1000-4400-53800: Printing Cost - $67,071.69 (Sheriff)