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: Dec 1, 2025

MinuteTraq (IQM2) ID #:

Department Requisition #: 922043/6145-1

Requesting Department: ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupageco.org	Contact Phone: 630-550-7743
Vendor Name: Comcast Holdings Corporation	Vendor #: 12382

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 #5 to Comcast Holdings Corporation dba Comcast Business Communications LLC PO 922043/6145-1 to encumber additional funds for increased taxes/fees in the County Finance software for monthly payments of fiber network invoices through the end of the current contract which expires December 22, 2026. Total amount of request: $105,236.00, for a new contract total amount of $1,842,836.00.

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

When the fiber network was renewed in 2022, the exact monthly costs including taxes and fees were unknown. ETSB estimated an average monthly cost of $36,200.00, which included an additional 5% for taxes/fees on top of the cost of the contracted services. In 2023, the average amount of the monthly invoices was $35,196.50. The monthly cost began surpassing the estimated encumbered amount of $36,200.00 on the March 2024 invoice which was $37,194.94. In April 2024, the invoice amount increased to $38,430.98. In 2025, the average cost is $38,856.76, a monthly increase of $3,660.26 over the 2023 invoices. This increase in taxes/fees has created a shortfall within Purchase Order 6145-1 for FY25 in the amount of $32,236.00 and FY26-27 in an estimated amount of $73,000.00, for a total amount of $105,236.00.

Strategic Impact

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

The encumbrance of additional funds will allow for continued monthly payment and accounting of contractual obligations through the end of the contract.

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

This is a change to the current contract, no vetting is necessary.

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

1. Approve Change Order #5 to encumber additional funds.
2. Deny Change Order #5 and there will not be enough funds in the County Finance system to pay monthly invoices at the end of the contracted period.

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.

Sufficient funds have been budgeted in FY25-27 in 4000-5820-53250: Telecommunications Wireline to account for the currently known taxes/fees with a five percent (5%) in FY26 and FY27.