



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 17, 2025

MinuteTraq (IQM2) ID #: _____

Department Requisition #: 924025/7298-1

Requesting Department: ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupagecounty.gov	Contact Phone: 630-550-7743
Vendor Name: PURVIS Systems Incorporated	Vendor #: 28678

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 approval of Change Order #6 to PURVIS Systems Incorporated PO924025/7298-1 to add Quote PC2026-045 for additional optional equipment for the Itasca Fire Protection District fire station that is being constructed and to document the revised milestone schedule for payment and accounting of contractual obligations. Total amount of equipment and installation is \$19,790.00, amount of annual maintenance is \$900.00, for a total change order amount of \$20,690.00, and a new contract amount of \$697,920.00.

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

Itasca Fire Protection District is building a new fire Station #67 and is making a request for additional equipment for the station. The agency has signed an MOU with ETSB financially obligating their individual agency to the portion of this change order as listed on their quote.

Strategic Impact

Quality of Life

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

This is a budget neutral cost for ETSB as the agency will reimburse the charges.

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

The system was vetted and chosen per RFP #16-167-RC, this is an addition to the current system.

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

1. Approval of Change Order #6 will allow Itasca Fire Protection District to purchase additional equipment for their station to assist in the delivery of the dispatch with additional functionality beyond the core system.
2. Deny Change Order #6 and the agency will have to purchase individual equipment which will complicate the overall system maintenance and be more expensive.

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 exist for this project in FY25 4000-5820-54110: Capital Equipment. While there will be a capital outlay for this change order in the amount of \$20,690.00, the charges will be reimbursed in arrears by Itasca Fire Protection District. Annual maintenance after the first year's warranty will be budgeted for in the amount of \$900 and will be reimbursed by Itasca FPD.