**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.

<table>
<thead>
<tr>
<th>Requesting Department: DuPage County Sheriff's Office</th>
<th>Department Contact: Colleen Zbilski</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email: <a href="mailto:colleen.zbilski@dupagesheriff.org">colleen.zbilski@dupagesheriff.org</a></td>
<td>Contact Phone: 630-407-2122</td>
</tr>
<tr>
<td>Vendor Name: Galls, LLC</td>
<td>Vendor #: 10401</td>
</tr>
</tbody>
</table>

**Date:** Oct 30, 2019  
**MinuteTraq (IQM2) ID #:**  
**Department Requisition #:**

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

To increase contract-$20,000.00 for uniforms for current and new hire deputies. Due to the high number of retiring deputies, there has been numerous new hires of deputies this year to replace the deputies that have retired. Each new deputy’s uniform allowance is approximately $1,450.00 per new hire.

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

Supply Sheriff's office deputies with uniforms, accessories and duty items

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**Strategic Impact**

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

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

Bid #16-220-JM

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

Approve change order

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**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 contract $20,000.00 for a new contract total of $195,000.00-(1000-4400-52220)