



# 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: Mar 18, 2025

File ID #:

Purchase Order #: 6395-1-SERV

Requesting Department: Division of Transportation	Department Contact: Michael Figuray
Contact Email: michael.figuray@dupagecounty.gov	Contact Phone: 6920
Vendor Name: Monroe Truck Equipment	Vendor #: 10352

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

Contract purchase order to furnish and deliver Monroe Spreader replacement parts and service for the DOT Fleet, through August 15, 2026. There is a need to establish an FY2025 service and repairs line and increase contract \$50,000.00 to fund this line.

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

DOT requests the addition of a budget line for service costs and an increase to our existing contract resulting from unexpected and necessary repairs required for plow trucks and snow and ice equipment.

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

Cooperative (DPC2-352), Government Joint Purchasing Act (30ILCS25) or GSA Schedule Pricing.  
Source Well Contract 062222 which includes replacement parts and sublet labor for repairs and upfitting

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

DuPage County Division of Transportation staff recommends approval of a change order request to an increase for a service and repairs line for contract 6395-1-SERV.

**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.

There is sufficient funds in FY2025 for this increase.