



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 5, 2024

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Division of Transportation	Department Contact: Michael Figuray
Contact Email: michael.figuray@dupagecounty.gov	Contact Phone: 630-407-6920
Vendor Name: Auto Tech Centers	Vendor #: 11260

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

Requesting approval for an extension of time through June 30, 2024, and an increase of \$35,000.00 (monthly average x3).

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

DuPage County Division of Transportation, Fleet Maintenance Division has standardized on Goodyear Tires for the over 500 County owned and operated vehicles and equipment. Historically, we have set up a contract to provide Goodyear Tires on an as needed basis to provide replacement tires.

Strategic Impact

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

It is imperative that County vehicles and equipment are operational. Making sure that tires are readily available for maintenance and first responder equipment is critical. At the time of contract conception, NASPO Value Point cooperative contract pricing was only approved through March 31, 2024. NASPO Value Point has recently made an award establishing a new contract to the current supplier Auto Tech Centers. DuPage County Division of Transportation would like to extend the contract we currently have with Auto Tech Centers to June 30, 2024 to be coterminous with the current NASPO contract. With that extension there is a need to increase the contract to cover the additional months.

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

Tires would be purchased under the competitively bid Naspo Value Point contract #19101 Tires, Tubes and Services. Division of Transportation did an evaluation of the largest dollar volume tires that are purchased. NASPO Value Point cooperative (formerly WSCA/NASPO) was compared to Sourcwell (formerly NJPA). The State does not have a cooperative tire contract in place. It was determined that NASPO Value Point offered the largest discount/savings on the Goodyear complete line of tires.

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

1 - Increase contract as requested. Staff recommends increase of contract.
2 - Do not increase contract.

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 are available in FY2024.