



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: Nov 5, 2024

File ID #: _____

Purchase Order #: 6986-1-SERV

Requesting Department: Division of Transportation	Department Contact: Michael Figuray
Contact Email: michael.figuray@dupagecounty.gov	Contact Phone: 6920
Vendor Name: Peterbilt Illinois -Joliet Inc - DBA JX Truck Center	Vendor #: 24920

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 to increase contract 6986-1-SERV to furnish and deliver Cummins Engine repairs and replacement parts needed to repair DOT Plow Trucks \$25,000.00.

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

Division of Transportation annually contracts for Cummins Engine repair and replacement parts. DOT Fleet Maintenance had an unexpected engine rebuild, that used a significant amount of money. Additionally, DOT is starting to prepare for the winter snow season, it is imperative that trucks are operational to plow. Acquiring these parts and performing the repairs will help ensure we have plow trucks readily available and operational to respond to winter weather events.

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

Contract was awarded to low bidder #22-028-DOT, first option to renew.

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

Division of Transportation staff recommends the increase as they have the replacement parts in stock and readily available for delivery. Bidding this would delay receipt of necessary replacement parts and completion of the winter get ready work prior to start of snow season.

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 the FY2024 budget for this increase.