



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 19, 2024

MinuteTraq (IQM2) ID #: _____

Department Requisition #: 24-1500-28

Requesting Department: Division of Transportation	Department Contact: Roula Eikosidekas
Contact Email: roula.eikosidekas@dupagecounty.gov	Contact Phone: 630-407-6920
Vendor Name: BCR Automotive Group, LLC. d/b/a Roesch Ford	Vendor #: 13282

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 the current contract \$30,000.00 for a revised total contract value of \$100,000.00.

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

Purchase order #6371-SERV was issued to BCR Automotive Group, LLC. d/b/a Roesch Ford, to furnish and deliver Genuine Ford & Motor-Craft Vehicle Parts. Ford parts, are used to repair and maintain the County's fleet of Ford vehicles.

Strategic Impact

Quality of Life

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

This increase will provide enough funds to purchase additional parts through the remainder of the contract.

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

The contract was awarded to low bid #20-028-DOT.

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

1. DOT staff recommends approval of this change order to increase BCR Automotive Group, LLC. d/b/a Roesch Ford plus \$30,000.00.
2. This will ensure and maintain the County's fleet of Ford vehicles in good condition.

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 are sufficient funds in 1500-3520-52250 for this increase.