



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: Sep 1, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: 6279-1-SERV

Requesting Department: Division of Transportation	Department Contact: William Bell
Contact Email: william.bell@dupageco.org	Contact Phone: 630-407-6931
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 6279-1-SERV furnish and deliver Cumins Engine repairs and replacement parts needed to repair DOT Plow Trucks.

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 Cumins Engine repair and replacement parts. The current contract reflects us of third party repair contracts to supplement DOT staffing. DOT staffing has increased resulting in the ability to perform more repair in-house. In addition, we have an unexpected engine rebuild. This increase will be partially offset by savings in our outside repair contracts.

Strategic Impact

Quality of Life

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

During 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.

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

Contract was awarded to low bidder #22-028-DOT.

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 FY2023 budget for this increase.