



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: Apr 25, 2024

MinuteTraq (IQM2) ID #: 25134

Department Requisition #: 23-1500-06

Requesting Department: Division of Transportation	Department Contact: Roula Eikosidekas
Contact Email: roula.eikosidekas@dupagecounty.gov	Contact Phone: 630-407-6920
Vendor Name: Felling Trailers, Inc.	Vendor #: 41333

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 value for PO #6277-001SERV in the amount of \$546.48 and to extend the contract end date to expire at the end of fiscal year 2024. The trailer being purchased will be a current year model.

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

Contract 6277-SERV was issued to Felling Trailers Inc., to furnish and deliver one (1) Equipment Trailer for the DuPage County Highway Maintenance department. Due to a scrivener's error, the incorrect quote pricing and contract end date were used.

Strategic Impact

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

The purchase of this trailer will allow DOT to transport equipment and materials throughout the county for various construction projects, helping to keep DuPage County Highways in a good state of repair.

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

This trailer will be purchased through the Sourcewell contract #092922.

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

DOT staff recommends approval of this change order to increase contract 6277-SERV by \$546.48 and extend the contract end date to 11/30/2024.

Alternatives:

1. Cancel the order and re-order the trailer.
2. Keep using old, costly trailer past its useful life.

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 (1500-3510-54130) for the increase.