



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: May 29, 2025

File ID #: _____

Purchase Order #: 7593-1-SERV

Requesting Department: Division of Transportation	Department Contact: Michael Figuray
Contact Email: michael.figuray@dupagecounty.gov	Contact Phone: 6920
Vendor Name: Brad Bailey Sales dba Lake County Trailers	Vendor #: 45866

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

Requesting an increase to PO 7593-1-SERV awarded to Lake County Trailers to furnish and deliver two (2) Enclosed Trailers for the Division of Transportation.

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

There was a manufacturer price increase of \$500.00 per trailer.

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

Lowest responsible bid #25-015-DOT. Even with increase Lake County Trailers would have been the lowest bidder.

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

Increase the contract by \$1,000.00 and take delivery of trailers, or cancel contract and go back out to bid, which could result in even higher prices than this.

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.

FY2025 has sufficient funding for this increase.