



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 #: 5608-1-SERV

Requesting Department: Division of Transportation	Department Contact: William Bell
Contact Email: william.bell@dupageco.org	Contact Phone: 630-407-6931
Vendor Name: Lakeside International	Vendor #: 24397

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 5608-1-SERV to purchase International replacement parts needed to repair the 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 international repair and replacement parts. Due to DOT Fleet being fully staffed, we have transitioned many of our plow truck repairs from outside contracts to internal repairs. During winter preparations, expensive repairs were identified in many of our plow trucks requiring DOT Fleet to increase this parts contract to ensure plow trucks will be operational for the winter season. This increase will be significantly 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 #19-168-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.