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: Aug 25, 2025

File ID #: 25-2134

Purchase Order #: 7553-1-SERV

Requesting Department: Division of Transportation	Department Contact: Michael Figuray
Contact Email: michael.figuray@dupagecounty.gov	Contact Phone: 6920
Vendor Name: 72 Hour LLC dba NAFG	Vendor #: 24975

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

Cancel the entire order to furnish and deliver one (1) Ford Expedition 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.

The vehicle was ordered in February of 2025 and was promised well before the end of FY2025. Now the vehicle has a tentative arrival date somewhere in late FY2026.

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

Original contract was pursuant to the Intergovernmental Cooperation Act (Sourcewell) contract #091521-NAF.

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

1. Do not cancel entire order and wait for the vehicle on order to maybe be delivered at the end of FY2026, or be canceled by NAFG.
2. Cancel entire order and purchase vehicle pursuant to FI-O-0056-22 and DT-R-0306C-22, which was approved by the County Board on December 12, 2023.

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.

The funds were budgeted in FY2025, NAFG promised the vehicle before the end of FY2025. This vehicle was not budgeted for in FY2026.