



# 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: Nov 21, 2024

File ID #: \_\_\_\_\_

Purchase Order #: 5415-1-SERV

|  |                                     |
|--|-------------------------------------|
| Requesting Department: Division of Transportation      | Department Contact: Michael Figuray |
| Contact Email: michael.figuray@dupagecounty.gov        | Contact Phone: 6920                 |
| Vendor Name: Genuine Parts Company dba Napa Auto Parts | Vendor #: 11213                     |

**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 5415-1-SERV \$70,000.00 to furnish and deliver automotive repair and replacement parts for the Division of Transportation Fleet Maintenance Dept.

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

Contract for automotive repair and replacement parts, which is necessary for the maintenance of all County owned vehicles, until the contract end date of May 19, 2025. This is the final year of a multi-year contract.

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

National Joint Powers Alliance (Source-well) contract 032521-GPC

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

DOT staff recommends approval of a change order request to increase the Napa Auto Parts contract by \$70,000.00, in order to ensure reliability of the County fleet.

**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.

Sufficient funds in FY2025 to cover increase.