



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 10, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Division of Transportation	Department Contact: Ying Llu Almanza
Contact Email: Ying.Almanza@dupageco.org	Contact Phone: 630-407-6911
Vendor Name: Complete Fleet Services	Vendor #: 40576

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

Contract for heavy truck repairs for the Division of Transportation Fleet Maintenance. Change order to increase contract \$2,529.99.

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

This contract is to provide maintenance repair on heavy duty diesel trucks and equipment. The current contract is for \$30,000 and is valid from 9/14/2022 through 5/31/2023. Due to the price inflation in heavy duty equipment parts, DOT is requesting an increase in this contract cover additional cost through 5/31/2023.

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.

Historically, Division of Transportations has budgeted \$30,000 a year for repairing and servicing heavy duty equipment. Due to the increase in heavy duty equipment parts, DOT is requesting an increase in this contract cover additional cost through 5/31/2023.

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

Lowest responsible, responsive bidder for 22-097-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 in order to continue to repair heavy duty equipments until the contract end date of 5/31/2023.

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.

There is sufficient funds for this increase in line FY23-1500-3520-53380.