



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Feb 23, 2023

MinuteTraq (IQM2) ID #: 23-0972

Purchase Order #: 6163SERV	Original Purchase Order Date: Nov 22, 2022	Change Order #: 2	Department: Public Works
Vendor Name: Currie Motors Frankfort Inc		Vendor #: 12434	Dept Contact: Amy Arlowe
Background and/or Reason for Change Order Request:	Increase line 1 FY23 2000-2665-54120 \$16,797.00. Increase line 3 FY23 1600-3000-54120 \$22,496.00. For a new contract total of \$270,594.00. Increase needed for the purchase of a dump body for a 2023 Ford F-550XL truck and two utility bodies for 2023 Ford F-350XL trucks.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

- ☒ (A) Were not reasonably foreseeable at the time the contract was signed.
- ☒ (B) The change is germane to the original contract as signed.
- ☒ (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$240,597.00
B	Net \$ change for previous Change Orders	(\$9,296.00)
C	Current contract amount (A + B)	\$231,301.00
D	Amount of this Change Order ☒ Increase ☐ Decrease	\$39,293.00
E	New contract amount (C + D)	\$270,594.00
F	Percent of current contract value this Change Order represents (D / C)	16.99%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	12.47%

DECISION MEMO NOT REQUIRED

- ☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only
- ☐ Change budget code from: _____ to: _____
- ☐ Increase/Decrease quantity from: _____ to: _____
- ☐ Price shows: _____ should be: _____
- ☐ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

DECISION MEMO REQUIRED

- ☐ Increase (greater than 29 days) contract expiration from: _____ to: _____
- ☒ Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☒ Funding Source FY23 2000-2665-54120
- ☐ OTHER - explain below: _____

<i>MWK</i>	*6800	2/24/23	<i>MWK</i>	*6800	2/24/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	Procurement Officer		Date
					3/1/23
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date