

DOT 5/19
 F1+CB 5/26
 SMT

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Date: May 11, 2026

Revised 10-01-2025

File ID #: _____

DTP-0004B-23

Purchase Order #: 6395-1-SERV	Original Purchase Order Date: May 1, 2023	Change Order #: 9	Department: Division of Transportation
Vendor Name: Monroe Truck Equipment		Vendor #: 10352	Dept. Contact: Kathleen Black Curcio
Action Requested and Reason for Change Order Request:	Contract purchase order to furnish and deliver Monroe Spreader replacement parts and service for the DOT Fleet. Change LN5 to FY26 and Increase by \$30,500.00, Increase LN4 by \$8,000.00		

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	\$90,000.00
B	Net \$ Change for Previous Change Order	\$50,000.00
C	Current Contract Amount (A + B)	\$140,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$38,500.00
E	New Contract Amount (C + D)	\$178,500.00
F	Cumulative Change Order Amount (B + D)	\$88,500.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	98.33%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- Cancel Entire Order
- Close Contract
- Contract Extension (59 Days)
- Update Budget Code
- Change Budget Code From: _____ to: _____
- Increase/Decrease Quantity From: _____ to: _____
- Price Shows: _____ should be: _____
- Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract
- Increase Encumbrance and Close Contract
- Decrease Encumbrance
- Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- Contract Extension Greater Than 59 Days From _____ to: _____
- Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above)
- Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

• DOT requests an increase to our existing contract due to higher-than-anticipated repair costs for plow trucks and snow and ice equipment. These expenses resulted from a combination of routine maintenance and several accident-related repairs, most of which involved incidents in which our vehicles were not at fault. All repairs were necessary to ensure operational readiness throughout the 2025-2026 snow season and ultimately exceeded the originally budgeted maintenance costs.


Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Cooperative (DPC2-352), Government Joint Purchasing Act (30ILCSS25) or GSA Schedule Pricing.
 Source Well Contract 062222 which includes replacement parts and sublet labor for repairs and upfitting

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request. DuPage County Division of Transportation staff recommends approval of a change order request to an increase for a service and repairs line for contract 6395-1-SERV.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number
FY2026 funds are sufficient for increase.

APPROVALS - Initials Only

_____ Prepared By	kbc	_____ Phone Ext.	6892	_____ Date	May 6, 2026	_____ Recommended for Approval	_____ Phone Ext.	_____ Date
_____ Reviewed by Procurement Officer		_____ Date	5/13/2026	_____ Completed by Buyer		_____ Date		