

Warren

Consent
DOT 4/1
OB 4/8

kbc
2/8



Request for Change Order

Procurement Services Division
Attach copies of all prior Change Orders

Date: Mar 11, 2025

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6977-1-SERV	Original Purchase Order Date: Apr 12, 2024	Change Order #: 2	Department: Division of Transportation
Vendor Name: Al Warren Oil Co Inc.		Vendor #: 41480	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Contract purchase order to furnish and deliver Automotive Lubricants for the DOT. Contract exp date 11/09/24. Decrease remaining encumbrance and close contract.		
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	\$29,900.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$29,900.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$11,224.73)
E	New contract amount (C + D)	\$18,675.27
F	Percent of current contract value this Change Order represents (D / C)	-37.54%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-37.54%
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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

kbc	6892	Mar 11, 2025	<i>SM</i>	6910	3/17/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		