

Parent / Consent

Consent  
DOT 11/5  
CB 11/12

JS



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 9, 2024

MinuteTraq (IQM2) ID #:

|   |   |                          |   |
|---|---|--------------------------|---|
| <b>Purchase Order #:</b> 6399-1-SERV                      | <b>Original Purchase Order Date:</b> Apr 12, 2023   | <b>Change Order #:</b> 1 | <b>Department:</b> Division of Transportation |
| <b>Vendor Name:</b> AL WARREN OIL COMPANY                 |   | <b>Vendor #:</b> 41480   | <b>Dept Contact:</b> Patricia Miller          |
| <b>Background and/or Reason for Change Order Request:</b> | Contract 6399-1-SERV Expiration 10/11/2023<br>To furnish and deliver Automotive Lubricants on as-needed basis for the DOT Fleet through October 11, 2023.<br>Decrease Remaining Encumbrance And Close Contract. |                          |   |
| <b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>                |   |                          |   |

- ☐ (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  | \$30,000.00   |
| B                 | Net \$ change for previous Change Orders   |               |
| C                 | Current contract amount (A + B)  | \$30,000.00   |
| D                 | Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease | (\$14,301.98) |
| E                 | New contract amount (C + D)  | \$15,698.02   |
| F                 | Percent of current contract value this Change Order represents (D / C)                                     | -47.67%       |
| G                 | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)                   | -47.67%       |

### 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 \_\_\_\_\_
- ☐ OTHER - explain below:

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|   |           |   |                                     |           |            |
|---|-----------|---|-------------------------------------|-----------|------------|
| PSM   | 6911      | Oct 9, 2024   | <i>SMT</i>                          | 6910      | 10/16/24   |
| Prepared By (Initials)                                    | Phone Ext | Date  | Recommended for Approval (Initials) | Phone Ext | Date       |
| <b>REVIEWED BY (Initials Only)</b>                        |           |   |                                     |           |            |
| Buyer   | Date      | <i>8</i>  | Procurement Officer                 | Date      | 10/24/2024 |
| Chief Financial Officer<br>(Decision Memos Over \$25,000) | Date      | Chairman's Office<br>(Decision Memos Over \$25,000) | Date                                |           |            |