

DOT 9/19  
FI+CB 9/26



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 1, 2023

MinuteTraq (IQM2) ID #:

<b>Purchase Order #:</b> S608-1-SERV	<b>Original Purchase Order Date:</b> Jan 29, 2022	<b>Change Order #:</b> 4	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Lakeside International		<b>Vendor #:</b> 24397	<b>Dept Contact:</b> Kathleen (Black) Curcio
<b>Background and/or Reason for Change Order Request:</b>	Contract to furnish and deliver Navistar/International OEM replacement/repair parts. Increase Line 2 \$30,000.00.		
<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	\$110,000.00
B	Net \$ change for previous Change Orders	\$70,000.00
C	Current contract amount (A + B)	\$180,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$30,000.00
E	New contract amount (C + D)	\$210,000.00
F	Percent of current contract value this Change Order represents (D / C)	16.67%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	90.91%
<b>DECISION MEMO NOT REQUIRED</b>		

- ☐ 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

<b>DECISION MEMO REQUIRED</b>	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input checked="" type="checkbox"/> Funding Source 1500-3520-52250	
<input type="checkbox"/> OTHER - explain below:	

kbc	6892	Sep 1, 2023	<i>WLS</i>	9/8/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Date
<b>REVIEWED BY (Initials Only)</b>				
Buyer	Date	<i>WLS</i>	Procurement Officer	Date 9/8/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date