



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

DOT 3119
FI+CB 3/26

kbc

Date: Mar 5, 2024

MinuteTraq (IQM2) ID #:

Purchase Order #: 6295-SERV	Original Purchase Order Date: Feb 15, 2023	Change Order #: 1	Department: Division of Transportation
Vendor Name: Auto Tech Centers Inc.		Vendor #: 11260	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Contract to furnish & deliver Goodyear tires for the Division of Transportation Fleet Maintenance. Extend current contract to be coterminous with NASPO expiration amended expiration date of June 30, 2024, and increase LN2 (FY24) encumbrance by \$35,000.00.		
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	\$150,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$150,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$35,000.00
E	New contract amount (C + D)	\$185,000.00
F	Percent of current contract value this Change Order represents (D / C)	23.33%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	23.33%

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: Mar 31, 2024 to: Jun 30, 2024
- ☒ Increase \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below: _____

kbc <i>[Signature]</i>	6892	Mar 5, 2024	WCE	6890	3/5/2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer <i>[Signature]</i>	Date	3/11/2024	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		