



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 10/17
OB 10/14

Date: Sep 22, 2025

MinuteTraQ (IQM2) ID #: 25-2316

Purchase Order #: 6880-1-SERV	Original Purchase Order Date: Apr 1, 2024	Change Order #: 1	Department: Facilities Management
Vendor Name: Petroleum Traders Corporation		Vendor #: 30686	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 1 \$80,000.00, line 2 \$5,852.19 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	\$101,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$101,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$85,852.19)
E	New contract amount (C + D)	\$15,147.81
F	Percent of current contract value this Change Order represents (D / C)	-85.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-85.00%

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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KB	5695	Sep 22, 2025	<i>Cy</i>	9/22/25
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	