



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
DOT 8119
CB 8/26

Date: Jul 21, 2025

MinuteTraq (IQM2) ID #: 25-1783

Purchase Order #: 4648-1-SERV	Original Purchase Order Date: Jul 1, 2020	Change Order #: 1	Department: Division of Transportation
Vendor Name: DOT - Snap-On Inc		Vendor #: 10045	Dept Contact: Patricia Miller
Background and/or Reason for Change Order Request:	Snap-On Tools & Diagnostic Equipment Decrease remaining encumbrance & close contract <i>Expired 6/30/24</i>		
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	\$100,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$100,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$21,616.91)
E	New contract amount (C + D)	\$78,383.09
F	Percent of current contract value this Change Order represents (D / C)	-21.62%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-21.62%

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: _____

PM	6911	Jul 21, 2025	<i>SM 7</i>	6910	7/22/25
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		