



Request for Change Order
Procurement Services Division
 Attach copies of all prior Change Orders

DOT only
 6/6
 D+C

Date: Apr 19, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: S612-SERV	Original Purchase Order Date: Dec 13, 2022	Change Order #: 2	Department: Division of Transportation
Vendor Name: Henderson Truck Equipment		Vendor #: 12170	Dept Contact: Ying Liu Almanza
Background and/or Reason for Change Order Request:	Contract to furnish and deliver Henderson OEM repair and replacement parts for the period 02/01/22 - 01/31/23. Decrease remaining encumbrance and close out 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	\$24,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$24,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$17,850.21)
E	New contract amount (C + D)	\$6,149.79
F	Percent of current contract value this Change Order represents (D / C)	-74.38%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-74.38%
DECISION MEMO NOT REQUIRED		

- Cancel entire order
- 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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

yla	6911	Apr 19, 2023	WS	5/12/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	
			5/24/23	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	