

Consent  
 DOT 6/18  
 CB 6/25

28  
 kcs



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

Date: May 22, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 6545-1-SERV	<b>Original Purchase Order Date:</b> Jul 19, 2023	<b>Change Order #:</b> 1	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Lightle Enterprises of Ohio		<b>Vendor #:</b> 39597	<b>Dept Contact:</b> Roula Eikosidekas
<b>Background and/or Reason for Change Order Request:</b>	Contract to furnish and deliver reflective sheeting rolled goods for the DOT Sign Shop. Extend current contract expiration date to November 30, 2024 with no change to contract encumbrance.		
<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	\$90,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$90,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$90,000.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

**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: Jul 19, 2024 to: Nov 30, 2024
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:  
 \_\_\_\_\_

RE	6920	May 22, 2024	<u>WCE</u>	6890	<u>5/23/2024</u>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date	<u>5/28/2024</u>	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		