

Consent
 DOT 5/5
 CB 5/12
 Date: Apr 23, 2026

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
 Revised 10-01-2025

File ID #: _____

| | | | |
|---|---|--------------------------|---------------------------------------|
| Purchase Order #: 7402-1-SERV | Original Purchase Order Date: 12/01/2024 | Change Order #: 2 | Department: DOT |
| Vendor Name: DOT - MD Solutions | | Vendor #: 26307 | Dept. Contact: Patricia Miller |
| Action Requested and Reason for Change Order Request: To Furnish & Deliver Sign Posts & Materials as needed - expired 12/31/25 Decrease remaining encumbrance & 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 | \$75,461.20 |
| B | Net \$ Change for Previous Change Order | |
| C | Current Contract Amount (A + B) | \$75,461.20 |
| D | Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease | (\$21,661.20) |
| E | New Contract Amount (C + D) | \$53,800.00 |
| F | Cumulative Change Order Amount (B + D) | (\$21,661.20) |
| G | Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | -28.71% |

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- Cancel Entire Order
- Close Contract
- Contract Extension (≤59 Days)
- Update Budget Code
- Change Budget Code From: _____ to: _____
- Increase/Decrease Quantity From: _____ to: _____
- Price Shows: _____ should be: _____
- Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract
- Increase Encumbrance and Close Contract
- Decrease Encumbrance
- Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- Contract Extension Greater Than 59 Days From _____ to: _____
- Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above)
- Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

APPROVALS - Initials Only

PM _____ 6911 _____ Apr 23, 2026 _____
Prepared By _____ Phone Ext. _____ Date _____

_____ SM _____ 6910 _____ 4/23/26
Recommended for Approval _____ Phone Ext. _____ Date _____

_____ [Signature] _____ 4/29/2026
Reviewed by Procurement Officer _____ Date _____

_____ _____
Completed by Buyer _____ Date _____