



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

DOT 6/17
FI+CB 6/24

Date: Jun 2, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 7394-1-SERV	Original Purchase Order Date: Dec 1, 2024	Change Order #: 2	Department: Division of Transportation
Vendor Name: Lightle Enterprises of Ohio		Vendor #: 39597	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Contract to furnish and deliver rolled goods for the period 12/01/24 - 11/30/25. Increase LN1 encumbrance \$34,190.00.		
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	\$90,000.00
B	Net \$ change for previous Change Orders	(\$80,000.00)
C	Current contract amount (A + B)	\$10,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$34,190.00
E	New contract amount (C + D)	\$44,190.00
F	Percent of current contract value this Change Order represents (D / C)	341.90%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-50.90%

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:

kbc	6982	Jun 2, 2025	<i>SM</i>	6910	6/5/25
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		