

TC/Conrad

Consent  
DOT 9/2  
CB 9/9kbc  
AS**Request for Change Order****Procurement Services Division**

Attach copies of all prior Change Orders

Date: Aug 21, 2025

MinuteTraj (IQM2) ID #: 25-2066

<b>Purchase Order #:</b> 6939-1-SERV	<b>Original Purchase Order Date:</b> Apr 1, 2024	<b>Change Order #:</b> 2	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Al Warren Oil Co Inc.		<b>Vendor #:</b> 41480	<b>Dept Contact:</b> Kathleen Black Curcio
<b>Background and/or Reason for Change Order Request:</b>	Contract purchase order to furnish and deliver Gasoline and Diesel Fuel for the Division of Transportation and Public Works. Expiration Date: March 31, 2025. Decrease remaining encumbrance and close contract.		
<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	\$1,750,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$1,750,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$357,523.28)
E	New contract amount (C + D)	\$1,392,476.72
F	Percent of current contract value this Change Order represents (D / C)	-20.43%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-20.43%
<b>DECISION MEMO NOT REQUIRED</b>		

☐ 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

<b>DECISION MEMO REQUIRED</b>	
<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:	

kbc	6892	Aug 21, 2025	sm7	x690	8/21/25	
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date	
<b>REVIEWED BY (Initials Only)</b>						
Buyer			Procurement Officer		Date	
Chief Financial Officer (Decision Memos Over \$25,000)			Chairman's Office (Decision Memos Over \$25,000)		Date	