

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

CONSENT

DOT 10/21

CB 10/28

REC  
gjs

Date: Oct 3, 2025

File ID #:

Purchase Order #: 5896-1-SERV	Original Purchase Order Date: Mar 1, 2021	Change Order #: 3	<b>Department:</b> Division of Transportation <b>Dept. Contact:</b> Kathleen Black Curcio
<b>Vendor Name:</b> Rush Truck Centers of Illinois, Inc. <b>Vendor #:</b> 13272			
<b>Action Requested and Reason for Change Order Request:</b> Furnish & deliver eight (8) Plow Trucks with Snow and Ice Equipment for the Division of Transportation. Extend contract expiration date to November 30, 2026 and last invoice allowed date to June 30, 2027. Decrease LN2 (FY25-1500-3510-54120) by \$647,196.00 and Establish LN3 (FY26-1500-3510-54120) w/ \$647,196.00 No change in contract encumbrance.			

## 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	\$2,347,562.00
B	Net \$ Change for Previous Change Order	\$29,152.00
C	Current Contract Amount (A + B)	\$2,376,714.00
D	Amount of this Change Order	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease
E	New Contract Amount (C + D)	\$2,376,714.00
F	Cumulative Change Order Amount (B + D)	\$29,152.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	1.24%

## 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 Nov 30, 2025 to: Nov 30, 2026  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.

DuPage County Division of Transportation ordered eight (8) plow trucks in 2022 with an expected deliver date of 2023. Due to unforeseen circumstances in the chassis build schedule, (2) of the (8) trucks have been delayed through 2024-2025 and will not be delivered until 2026.

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

State of Illinois/CMS Bid Buy Contract 19-416CMS-BOSS4-P-8607

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

The Division of Transportation staff recommends this extension as the trucks are being delivered in this fiscal year.

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

No change in contract encumbrance.

**APPROVALS - Initials Only**

kbc  
Prepared By

6892  
Phone Ext.  
Oct 3, 2025  
Date

*SM*  
Recommended for Approval

6910  
Phone Ext.  
10/7/25  
Date

*SM*  
Reviewed by Procurement Officer

10/9/2025  
Date

Completed by Buyer

Date