



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

DT-P-0058^A-23
5/12/23 - 5/12/24

DOT 4/2
FI+CB 4/9

Date: Mar 19, 2024

MinuteTraq (IQM2) ID #:

Purchase Order #: 6371-SERV	Original Purchase Order Date: May 13, 2023	Change Order #: 1	Department: Transportation
Vendor Name: BCR Automotive Group, LLC, d/b/a Roesch Ford		Vendor #: 13282	Dept Contact: Roula Eikosidekas
Background and/or Reason for Change Order Request:	Roesch Ford is to furnish & deliver Genuine Ford & Motor-craft Vehicle Parts for the DOT Fleet. Requesting a change order to increase to the current contract which will provide enough funds to purchase additional parts and pay any outstanding invoices for the remainder of the 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	\$70,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$70,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$30,000.00
E	New contract amount (C + D)	\$100,000.00
F	Percent of current contract value this Change Order represents (D / C)	42.86%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	42.86%
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 ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source 1500-3520-52250
- OTHER - explain below:

RE	6920	Mar 19, 2024	WCE	6890	3/20/2024
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	