

Dr-P-0052-24

Consent
DOT 1/7
OB 1/14



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Dec 17, 2024

MinuteTraQ (IQM2) ID #: _____

Purchase Order #: 7395-1-SERV	Original Purchase Order Date: Dec 1, 2024	Change Order #: 1	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 Roll-Up signs for the period 12/01/24 - 11/30/25. Decrease LN1 encumbrance \$15,000.00 due to fiscal year obligations of funds.		
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	\$40,020.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$40,020.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$15,000.00)
E	New contract amount (C + D)	\$25,020.00
F	Percent of current contract value this Change Order represents (D / C)	-37.48%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-37.48%

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 _____

OTHER - explain below: _____

kbc	6982	Dec 17, 2024	<i>EMT</i>	6910	12/18/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>EMT</i>	Procurement Officer	Date	12/23/2024
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		