



Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

consent
DOT 4/1
CB 4/8

kbc
2/8

Date: Mar 6, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 6334-1-SERV	Original Purchase Order Date: Apr 1, 2023	Change Order #: 2	Department: Division of Transportation
Vendor Name: Standard Industrial		Vendor #: 11781	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	To Provide Rotary Automotive and Heavy Equipment Lift Equipment, Parts and Repair Services for DOT Fleet Mechanics Lifts. Contract expiration was March 31, 2024. Decrease remaining encumbrance and close 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	\$29,900.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$29,900.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$14,934.03)
E	New contract amount (C + D)	\$14,965.97
F	Percent of current contract value this Change Order represents (D / C)	-49.95%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-49.95%
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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below: _____ _____	

kbc	6812	Mar 6, 2025	<i>S2087</i>	6910	3/17/25
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		