



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 19, 2023

MinuteTraq (IQM2) ID #:

<b>Purchase Order #:</b> 4942-SERV	<b>Original Purchase Order Date:</b> Nov 10, 2020	<b>Change Order #:</b> 1	<b>Department:</b> Transportation
<b>Vendor Name:</b> Fastenal Company		<b>Vendor #:</b> 11779	<b>Dept Contact:</b> Ying Liu Almanza
<b>Background and/or Reason for Change Order Request:</b>	Contract to furnish and deliver Maintenance, Repair and Operating (MRO) Supplies (12/01/20 - 01/25/23). 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
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B)
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease
E	New contract amount (C + D)
F	Percent of current contract value this Change Order represents (D / C)
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)

### 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  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☐ Funding Source \_\_\_\_\_
- ☐ OTHER - explain below: \_\_\_\_\_

yla	6911	Apr 19, 2023	WS	5/12/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
<b>REVIEWED BY (Initials Only)</b>				
Buyer	Date	MCN	5/24/23	Date
Chief Financial Officer	Date	Chairman's Office	Date	Date
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)		