

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

Consent
DOT 3/3
CB 3/10

Date: Feb 12, 2026

File ID #: 26-0721

Purchase Order #: 7513-SERV	Original Purchase Order Date: Feb 1, 2025	Change Order #: 2	Department: Division of Transportation
Vendor Name: Ron Turley Associates, Inc. d/b/a RTA Fleet Success		Vendor #: 45656	Dept. Contact: Roula Eikosidekas
Action Requested and Reason for Change Order Request: To provide Fleet Management Software for the Division of Transportation Fleet Department. Extend the current expiration date from 03/31/26 to 07/31/26 at no change in the 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	\$46,317.75
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$46,317.75
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New Contract Amount (C + D)	\$46,317.75
F	Cumulative Change Order Amount (B + D)	
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

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 Mar 31, 2026 to Jul 31, 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.

PO #7513-SERV was issued to Ron Turley Associates d/b/a RTA Fleet Success to provide fleet management software for the Division of Transportation due to ongoing issues with converting existing fleet data into RTA. The software is not ready to go live yet; RTA Fleet and DOT have agreed to a six-month extension at no additional cost to the county. The new contract expiration date is 7/31/26.

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

This software was setup using the sourcewell contract #020221-RTA.

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

DOT staff recommends the approval of this change order to extend through the end of July to give RTA enough time to implement the software and go live soon and to continue using this new software on a yearly basis.

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

No cost to the current contract encumbrance.

APPROVALS - *Initials Only*

Signature on file

RE 6920 Feb 12, 2026
Prepared By Phone Ext. Date

Recommended for Approval 2/18/26 Phone Ext. Date

 2/23/2026
Reviewed by Procurement Officer Date

Completed by Buyer Date