



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Consent  
DOT 8/19  
CB 8/26

Date: Jul 21, 2025

MinuteTraq (IQM2) ID #: 25-1778

Purchase Order #: 6544-1-SERV	Original Purchase Order Date: Jul 19, 2023	Change Order #: 3	Department: Division of Transportation
Vendor Name: DOT - Lightle Enterprises		Vendor #: 39597	Dept Contact: Patricia Miller
Background and/or Reason for Change Order Request:	Pre-made Faces for signage along county highways Decrease remaining encumbrance & close contract <b>Expired 11/30/24</b>		
<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	\$65,107.67
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$65,107.67
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$25,412.17)
E	New contract amount (C + D)	\$39,695.50
F	Percent of current contract value this Change Order represents (D / C)	-39.03%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-39.03%

### 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: \_\_\_\_\_

PM	6911	Jul 21, 2025	<i>SMT</i>	6910	7/22/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date	<i>8/6/2025</i>	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		