

Consent  
PW 8/16  
CB 8/13



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

Date: Jul 15, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

|   |   |                          |                                    |
|---|---|--------------------------|------------------------------------|
| <b>Purchase Order #:</b> 5791SERV               | <b>Original Purchase Order Date:</b> Apr 12, 2022 | <b>Change Order #:</b> 1 | <b>Department:</b> Public Works    |
| <b>Vendor Name:</b> Currie Motors Frankfort Inc |   | <b>Vendor #:</b> 12434   | <b>Dept Contact:</b> Drew Cormican |

**Background and/or Reason for Change Order Request:** Decrease line 1, line 2 and close contract. Due to supply chain issues, Ford was unable to deliver the vehicles procured under this contract and Public Works bought vehicles off the lot.

**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  | \$103,576.00   |
| B | Net \$ change for previous Change Orders   |                |
| C | Current contract amount (A + B)  | \$103,576.00   |
| D | Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease | (\$103,576.00) |
| E | New contract amount (C + D)  | \$0.00         |
| F | Percent of current contract value this Change Order represents (D / C)                                     | -100.00%       |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)                   | -100.00%       |

**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: \_\_\_\_\_

|                                    |                  |               |   |                  |               |
|------------------------------------|------------------|---------------|---|------------------|---------------|
| Prepared By (Initials): [Redacted] | Phone Ext: _____ | Date: 7/16/24 | Recommended for Approval (Initials): [Redacted] | Phone Ext: x6800 | Date: 7/16/24 |
|------------------------------------|------------------|---------------|---|------------------|---------------|

**REVIEWED BY (Initials Only)**

|   |             |   |                 |
|---|-------------|---|-----------------|
| Buyer: _____  | Date: _____ | Procurement Officer: [Signature]                        | Date: 7/30/2024 |
| Chief Financial Officer (Decision Memos Over \$25,000): _____ | Date: _____ | Chairman's Office (Decision Memos Over \$25,000): _____ | Date: _____     |