

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

Date: Mar 11, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 5134-1-SERV	Original Purchase Order Date: Feb 16, 2021	Change Order #: 1	Department: Division of Transportation
Vendor Name: Fleet Pride Inc		Vendor #: 10813	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Contract purchase order to furnish & deliver heavy truck springs & brakes for the DOT. Exp date 03/31/22. 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	\$38,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$38,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$32,559.99)
E	New contract amount (C + D)	\$5,440.01
F	Percent of current contract value this Change Order represents (D / C)	-85.68%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-85.68%
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 ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below: _____	

kbc	6892	Mar 11, 2025	<i>SMT</i>	6910	3/25/25
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		Date	Chairman's Office		Date
(Decision Memos Over \$25,000)			(Decision Memos Over \$25,000)		