

**Request for Change Order****Procurement Services Division**

Attach copies of all prior Change Orders

Date: Feb 19, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 6969-1-SERV	Original Purchase Order Date: Mar 26, 2024	Change Order #: 1	Department: Division of Transportation
Vendor Name: Energicity Corp dba Rack'M Up Equipment		Vendor #: 42450	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Contract purchase order for the installation of (8) Mohawk Vertical Rise Lifts for Fleet Maintenance. Increase contract due to unforeseen overhead conduit/wiring electrical work needed for the installation of the lifts. 1. Decrease LN1 (FY24-1500-3520-54010) \$769,491.10 2. Establish LN2 (FY25-1500-3520-54010) \$769,491.10 3. Increase LN2 (FY25-1500-3520-54010) \$41,320.00		
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	\$769,491.10
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$769,491.10
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$41,320.00
E	New contract amount (C + D)	\$810,811.10
F	Percent of current contract value this Change Order represents (D / C)	5.37%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	5.37%
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 checked="" type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

kbc	6892	Feb 19, 2025	<i>SM</i>	6910	2/19/25
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 (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		