

Consent
 DOT 5/5
 CB 5/12

AS

Date: Apr 23, 2026

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

File ID #: _____

Purchase Order #: 6707-1-SERV	Original Purchase Order Date: 11/08/2023	Change Order #: 2	Department: DOT
Vendor Name: DOT - Zips Car Wash		Vendor #: 43077	Dept. Contact: Patricia Miller
Action Requested and Reason for Change Order Request: Unlimited Car Washes for County's Fleet of Vehicles - expired 11/07/2024 Decrease remaining encumbrance & 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	\$29,900.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$29,900.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$21,800.00)
E	New Contract Amount (C + D)	\$8,100.00
F	Cumulative Change Order Amount (B + D)	(\$21,800.00)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-72.91%

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 _____ to: _____
- 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.

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

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

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

APPROVALS - Initials Only

PM 6911 Apr 23, 2026
Prepared By Phone Ext. Date

SMT 6910 4/23/26
Recommended for Approval Phone Ext. Date

[Signature] 4/29/2026
Reviewed by Procurement Officer Date

Completed by Buyer Date