

DT-P-0055-24

consent  
DOT 1/7  
CB 1/14

kbc



# Request for Change Order

Procurement Services Division  
Attach copies of all prior Change Orders

Date: Dec 17, 2024

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

<b>Purchase Order #:</b> 7396-1-SERV	<b>Original Purchase Order Date:</b> Dec 1, 2024	<b>Change Order #:</b> 1	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Lightle Enterprises of Ohio		<b>Vendor #:</b> 39597	<b>Dept Contact:</b> Kathleen Black Curcio
<b>Background and/or Reason for Change Order Request:</b>	Contract to furnish and deliver sign faces for the period 12/01/24 - 11/30/25. Decrease LN1 encumbrance \$55,000.00 due to fiscal year obligations of funds.		
<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	(\$55,000.00)
E	New contract amount (C + D)	\$10,107.67
F	Percent of current contract value this Change Order represents (D / C)	-84.48%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-84.48%

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

kbc	6982	Dec 17, 2024	<i>EMT</i>	6910	12/18/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer		Date	<i>[Signature]</i>	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date