

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

Attach copies of all prior Change Orders

Date: Mar 20, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 6388-1-SERV	Original Purchase Order Date: Mar 25, 2023	Change Order #: 2	Department: Division of Transportation
Vendor Name: K-Five Construction		Vendor #: 10843	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Contract purchase order to provide bituminous paving materials in the south east region for both the DOT and PW, Expiration date 03/31/24. Decrease is DOT - (\$0.00) and PW (\$13,281.10) 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	\$139,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$139,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$13,281.10)
E	New contract amount (C + D)	\$125,718.90
F	Percent of current contract value this Change Order represents (D / C)	-9.55%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-9.55%
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 20, 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 <i>8</i> _____ Date <i>4/1/2025</i>		
Chief Financial Officer _____ Date _____			Chairman's Office _____ Date _____		
(Decision Memos Over \$25,000)			(Decision Memos Over \$25,000)		