Request for Change Order

Procurement Services Division
Attach copies of all prior Change Orders

Date: Mar 17, 2025

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6395-1-SERV	Original Purchase Order Date: May 1, 2023	Change Order #: 4	Department: Division of Transportation
Vendor Name: Monroe Truck Equipment		Vendor #: 10352	Dept Contact: Kathleen Black Curcio

Background and/or Reason for Change Order Request:	Contract purchase order to furnish and deliver Monroe Spreader replacement parts and service for the DOT Fleet. Increase contract and establish service line. Establish LN5 (FY25-1500-3520-53380) w/$50,000.00 increase.

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.
- [x] (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE

A	Starting contract value		$90,000.00
B	Net $ change for previous Change Orders		
C	Current contract amount (A + B)		$90,000.00
D	Amount of this Change Order [x] Increase [ ] Decrease		$50,000.00
E	New contract amount (C + D)		$140,000.00
F	Percent of current contract value this Change Order represents (D / C)		55.56%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		55.56%

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: _____
- [x] Increase ≥ $2,500.00, or ≥ 10%, of current contract amount [x] Funding Source 1500-3520-53380
- [ ] OTHER - explain below:

kbc	6892	Mar 17, 2025	SMT	6910	3/17/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

Buyer		Date	Procurement Officer		3/24/2025 Date
Chief Financial Officer (Decision Memos Over $25,000)		Date	Chairman's Office (Decision Memos Over $25,000)		Date

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

Rev 1.7
6/25/18