



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
DOT 8/19
CB 8/26

Date: Jul 21, 2025

MinuteTraq (IQM2) ID #: 25-1780

Purchase Order #: 6492-1-SERV	Original Purchase Order Date: Jun 14, 2023	Change Order #: 2	Department: Division of Transportation
Vendor Name: DOT - Mac's Body Shop		Vendor #: 10197	Dept Contact: Patricia Miller
Background and/or Reason for Change Order Request:	Auto Body Repairs Decrease remaining encumbrance & close contract <i>expired 6/30/24</i>		
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	\$79,900.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$79,900.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$18,316.99)
E	New contract amount (C + D)	\$61,583.01
F	Percent of current contract value this Change Order represents (D / C)	-22.92%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-22.92%

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 \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below: _____

PM	6911	Jul 21, 2025	<i>SMIT</i>	6910	7/22/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	<i>8/6/2025</i>	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		