Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Date: Jul 24, 2023

MinuteTraq (IQM2) ID #:

Purchase Order #: 5998-1-SERV	Original Purchase Order Date: Sep 1, 2022	Change Order #: 1	Department: Division of Transportation
Vendor Name: 72 Hour LLC DBA Chevrolet of Watsonville, NAFG		Vendor #: 24975	Dept Contact: Kathleen Black Curcio

Background and/or Reason for Change Order Request: Contract purchase order for (20) 2023 Ford Interceptors for the DuPage County Sheriff. Decrease LN2 100% and closeout PO.

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	$994,729.88
B	Net $ change for previous Change Orders	
C	Current contract amount (A + B)	$994,729.88
D	Amount of this Change Order ☐ Increase ☒ Decrease	($199,253.60)
E	New contract amount (C + D)	$795,476.28
F	Percent of current contract value this Change Order represents (D / C)	-20.03%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-20.03%

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: ___
- [x] 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	6892	Jul 24, 2023			7/25/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over $25,000)	7/26/23 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