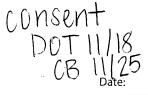
## **REQUEST FOR CHANGE ORDER FORM**

Procurement Services Division Revised 10-01-2025



Nov 5, 2025

File ID #: 25-2780

Purchase Order #: 6411-1-SERV		Original Purchase 06/01/2023	Change Order #: 1	Department: DOT
Vendor Name:     DOT - Interstate Power Systems       Vendor #: 12677				Dept. Contact: Patricia Miller
Action Requested and Reason for Change Order Request:  Allison transmission parts & service - expired 05/31/2024 Decrease remaining encumbrance & 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			\$18,000.00
В				
С	Current Contract Amount (A + B	\$18,000.00		
D	Amount of this Change Order	(\$16,959.36)		
E 	New Contract Amount (C + D)	\$1,040.64		
F Cumulative Change Order Amount (B + D)  G Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)				-94.22%
G Cumulative Percent of all Change Orders (b+D/A); (60% maximum on construction contracts) -94.22%				
DECISION MEMO NOT REQUIRED - Check Applicable Box(es)				
□ Cancel Entire Order       □ Close Contract       □ Contract Extension (≤59 Days)       □ Update Budget Code				
Change Budget Code From: to:				
Increase/Decrease Quantity From: to:				
Price Shows: Should be: Move Funds Between				
Decrease Remaining Encumbrance and Close Contract    Decrease Remaining Encumbrance and Close Contract   Decrease Encumbrance   Increase Encumbrance   Increase Encumbrance   Decrease				
DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below				
Contract Extension Greater Than 59 Days From to:				☐ Cancel Contract
Cumulative Increase Greater Than \$10,000 (Row 'F' Above)  Other - Explain In Summary Explanation Box Below				
Summary Explanation - Provide a summary of the action, Explain why it is necessary and what is to be accomplished.				
Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.				
Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.				

PM 6911 Nov 5, 2025 SNST 6910 11/12/25
Prepared By Phone Ext. Date Recommended for Approval Phone Ext. Date

Reviewed by Procurement Officer

1/ 13 200\$

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

Completed by Buyer

Date