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YS



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 26, 2025

MinuteTraq (IQM2) ID #: 25-1138

<b>Purchase Order #:</b> 6467-1-SERV	<b>Original Purchase Order Date:</b> Jun 1, 2023	<b>Change Order #:</b> 1	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Complete Fleet SVCS		<b>Vendor #:</b> 40576	<b>Dept Contact:</b> Patricia Miller
<b>Background and/or Reason for Change Order Request:</b>	Service Repair Heavy Duty Diesel Trucks & Equipment Decrease remaining encumbrance & close contract <i>exp. 5/31/2024</i>		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- ☐ (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	\$30,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$30,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$21,461.14)
E	New contract amount (C + D)	\$8,538.86
F	Percent of current contract value this Change Order represents (D / C)	-71.54%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-71.54%

### 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	Mar 26, 2025	<i>SMT</i>	6910	4/14/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		