

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

Consent
DOT 8/4
CB 8/11

Date: Jul 28, 2026

File ID #:

Purchase Order #: 8097-1-SERV	Original Purchase Order Date: Jan 29, 2026	Change Order #: 1	Department: Division of Transportation
Vendor Name: Imperial Lubes & Supply		Vendor #: 45312	Dept. Contact: Kathleen Black Curcio
Action Requested and Reason for Change Order Request: Contract purchase order for automotive lubricants for the DOT Fleet Department, through 01/28/27. Decrease remaining encumbrance and 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	\$50,000.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$50,000.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$42,178.00)
E	New Contract Amount (C + D)	\$7,822.00
F	Cumulative Change Order Amount (B + D)	(\$42,178.00)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-84.36%

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 Lines
- ☒ Decrease Remaining Encumbrance and Close Contract ☐ Increase Encumbrance and Close Contract ☐ Decrease Encumbrance ☐ Increase Encumbrance

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.

Decrease remaining encumbrance and close contract. Imperial Lube has informed the DOT that it is unable to continue fulfilling the terms of our existing contract. As a result, we have made the decision to cancel this contract. In light of this development, DOT wishes to release and reallocate the funds that were previously set aside for this agreement.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

First renewal of bid 24-101-DOT

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

There is already a bid number assigned for a new contract. Bid #26-062-DOT as of June 26, 2026.

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

APPROVALS - Initials Only

Signature on File

kbc 6892 Jul 28, 2026

Prepared By Phone Ext. Date

recommended for approval

6918

7/28/26

Reviewed by Procurement Officer

7/29/2026

Completed by Buyer

Date