

DOT 12/3  
FI+OB 12/10

*KS*  
*KB*



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

Date: Nov 21, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 5415-SERV	<b>Original Purchase Order Date:</b> Aug 25, 2021	<b>Change Order #:</b> 5	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Genuine Parts Company dba Napa Auto Parts		<b>Vendor #:</b> 11213-P1	<b>Dept Contact:</b> Kathleen Black Curcio
<b>Background and/or Reason for Change Order Request:</b>	Furnish and deliver automotive repair and replacement parts for DOT Fleet Maintenance. Contract dates September 7, 2021 through May 19, 2025. Increase LN1 1500-3520-52250 by \$70,000.00		
<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	\$600,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$600,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$70,000.00
E	New contract amount (C + D)	\$670,000.00
F	Percent of current contract value this Change Order represents (D / C)	11.67%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	11.67%

**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 ≥ \$2,500.00, or ≥ 10%, of current contract amount     
  Funding Source \_\_\_\_\_

OTHER - explain below: \_\_\_\_\_

kbc	6892	Nov 21, 2024	<i>SBMT</i>	6910	11/22/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date	11/26/2024	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		