

David

Consent  
DOT 4115  
CB 4/22

kbc  
4/8



# Request for Change Order

Procurement Services Division  
Attach copies of all prior Change Orders

Date: Mar 11, 2025

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

<b>Purchase Order #:</b> 6343-1-SERV	<b>Original Purchase Order Date:</b> Apr 1, 2023	<b>Change Order #:</b> 3	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Al Warren Oil Co Inc.		<b>Vendor #:</b> 41480	<b>Dept Contact:</b> Kathleen Black Curcio
<b>Background and/or Reason for Change Order Request:</b>	Contract purchase order to furnish and deliver Gasoline and Diesel Fuel for the Division of Transportation and Public Works, expiration date was March 31, 2024. Decrease remaining encumbrance and close contract.		
<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	\$1,750,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$1,750,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$366,093.98)
E	New contract amount (C + D)	\$1,383,906.02
F	Percent of current contract value this Change Order represents (D / C)	-20.92%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-20.92%

**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	Mar 11, 2025	<i>SMM</i>	6910	3/25/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date	<i>4/2/2025</i>	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		