

DOT 5/2
OB 5/9



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 28, 2023

MinuteTraq (IQM2) ID #:

Purchase Order #: 6060-SERV	Original Purchase Order Date: Sep 6, 2022	Change Order #: 2	Department: Division of Transportation
Vendor Name: Complete Fleet Services		Vendor #: 40576	Dept Contact: Ying Liu Almanza
Background and/or Reason for Change Order Request:	Contract to repair for heavy duty trucks for the period 09/14/22 - 05/31/23. Increase LN3 \$2,529.99 to pay off the final invoice.		
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	\$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 ☒ Increase ☐ Decrease	\$2,529.99
E	New contract amount (C + D)	\$32,529.99
F	Percent of current contract value this Change Order represents (D / C)	8.43%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	8.43%
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 1500-3520-53380	
☐ OTHER - explain below:	

yla	6911	Mar 28, 2023			
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>med</i>	Procurement Officer	Date	4/12/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date		Chairman's Office (Decision Memos Over \$25,000)	Date	