



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

DOT 6/17
FI+CB 6/24

2/8
kbc

Date: Jun 2, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 7393-1-SERV	Original Purchase Order Date: Dec 1, 2024	Change Order #: 2	Department: Division of Transportation
Vendor Name: Mandel Metals - US Standard Sign		Vendor #: 12124	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Contract to furnish and deliver aluminum sign blanks for the period 12/01/24 - 11/30/25. Increase LN1 encumbrance \$26,800.00.		
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	\$49,667.88
B	Net \$ change for previous Change Orders	(\$35,000.00)
C	Current contract amount (A + B)	\$14,667.88
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$26,800.00
E	New contract amount (C + D)	\$41,467.88
F	Percent of current contract value this Change Order represents (D / C)	182.71%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-16.51%
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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input checked="" type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

kbc	6982	Jun 2, 2025	<i>SM7</i>	6910	6/5/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		