

8/5 TC

consent  
DOT 815  
CB 8112



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

Date: Jul 21, 2025

MinuteTraq (IQM2) ID #: 25-1769

<b>Purchase Order #:</b> 5608-1-SERV	<b>Original Purchase Order Date:</b> Jan 29, 2022	<b>Change Order #:</b> 6	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> DOT - Lakeside International		<b>Vendor #:</b> 24397	<b>Dept Contact:</b> Patricia Miller
<b>Background and/or Reason for Change Order Request:</b>	Navistar/International OEM Decrease remaining encumbrance & close contract <i>expired 11/28/24</i>		
<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	\$210,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$210,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$31,403.37)
E	New contract amount (C + D)	\$178,596.63
F	Percent of current contract value this Change Order represents (D / C)	-14.95%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-14.95%
<b>DECISION MEMO NOT REQUIRED</b>		

- ☐ 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 type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

PM	6911	Jul 21, 2025	<i>SM7</i>	6910	7/22/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	Procurement Officer <i>[Signature]</i>		Date <i>7/23/2025</i>
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date