



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 8, 2023

MinuteTraq (IQM2) ID #:

Consent
DOT 6/6 kbc
CB 6/13

Purchase Order #: 5718-1-SERV	Original Purchase Order Date: Apr 1, 2022	Change Order #: 5	Department: Division of Transportation
Vendor Name: Petroleum Traders Corporation		Vendor #: 30686	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Contract purchase order to furnish and deliver gasoline & diesel fuel for DOT/PW/FM through March 31, 2023. Decrease remaining encumbrance and close contract.		
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	\$1,275,000.00
B	Net \$ change for previous Change Orders	\$975,000.00
C	Current contract amount (A + B)	\$2,250,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$532,328.55)
E	New contract amount (C + D)	\$1,717,671.45
F	Percent of current contract value this Change Order represents (D / C)	-23.66%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	34.72%
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 type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below: _____	

kbc	6892	May 8, 2023	WS	5/12/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	5/24/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	