REQUEST FOR CHANGE ORDER FORM

Procurement Services Division Revised 10-01-2025



File ID #: 25-2779

Purchase Order #: 6531-1-SERV		Original Purchase 08/01/2023 Order Date:	Change Order #: 1	Department: DOT
Vendor Name: DOT - Superior Asphalt			Vendor #: 23028	Dept. Contact: Patricia Miller
Action Requested and Reason for Change Order Request: To provide Bituminous Paving Materials & UPM Cold Patch- expired 03/31/2024 Decrease remaining encumbrance & 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.				
	In the second	INCREASE/DECR	EASE	A.C. 400.00
A	Starting Contract Value			\$61,400.00
B				
				\$61,400.00
	New Contract Amount (C + D)	\$12,298.4		
F Cumulative Change Order Amount (B + D)				(\$49,101.57
G Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts) -79.97%				
		DECISION MEMO NOT REQUIRED	- Check Applicable Box(es)	
☐ Cancel Entire Order ☐ Close Contract ☐ Contract Extension (≤59 Days) ☐ Update Budget Code				
Change Budget Code From: to:				
Increase/Decrease Quantity From: to:				
Price Shows: Should be: Move Funds Between				
Decrease Remaining Encumbrance and Close Contract Decrease Encumbrance				
	DECISION	MEMO REQUIRED - Check Applicabl	le Box(es) and Fill In All Answe	ers Below
Contract Extension Greater Than 59 Days From to:				☐ Cancel Contract
Cumulative Increase Greater Than \$10,000 (Row 'F' Above) Other - Explain In Summary Explanation Box Below				
Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.				
Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.				
Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.				

PM 6911 Nov 5, 2025 SM7 6910 n/12/25
Prepared By Phone Ext. Date Recommended for Approval Phone Ext. Date

Reviewed by Procurement Officer Date

Completed by Buyer Date

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number