



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
DOT 5/7
CB 5/14

Date: Apr 25, 2024

MinuteTraq (IQM2) ID #: 24-1407

Purchase Order #: 6277-1-SERV	Original Purchase Order Date: Jan 25, 2023	Change Order #: 1	Department: Division of Transportation
Vendor Name: Felling Trailers, Inc.		Vendor #: 41333	Dept Contact: Kathleen Black Curcio

Background and/or Reason for Change Order Request: Contract to furnish and deliver one (1) equipment trailer for the DOT Highway Operations.

1. Change contract expiration date to November 30, 2024
2. Decrease LN1 (FY23-1500-3510-54110) by \$35,588.40
3. Establish LN2 (FY24-1500-3510-54130) w/ \$35,588.40
4. Increase LN2 (FY24-1500-3510-54130) by \$546.48

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	\$35,588.40
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$35,588.40
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$546.48
E	New contract amount (C + D)	\$36,134.88
F	Percent of current contract value this Change Order represents (D / C)	1.54%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	1.54%

DECISION MEMO NOT REQUIRED

- Cancel entire order
- Close Contract
- Contract Extension (29 days)
- Consent Only
- Change budget code from: FY2023 & 54110 to: FY2024 & 54130
- 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: Nov 30, 2023 to: Nov 30, 2024
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source _____
- OTHER - explain below:

kbc	6892	Apr 25, 2024	WCE	6890	4/25/2024
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