

07/18/2025 10:02 AM

Consent
DOT 6/16
CB 6/23

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

Date: Jun 5, 2026

File ID #: 26-1736

Purchase Order #: 6761-1-SERV	Original Purchase Order Date: Dec 1, 2023	Change Order #: 3	Department: Division of Transportation
Vendor Name: Cintas Corporation No 2		Vendor #: 11863	Dept. Contact: Kathleen Black Curcio
Action Requested and Reason for Change Order Request: Provide Rental of Mechanics Uniforms, Floor Mats, & Medical Supplies, ending September 11, 2025. 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		\$23,250.00
B	Net \$ Change for Previous Change Order		
C	Current Contract Amount (A + B)		\$23,250.00
D	Amount of this Change Order	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$10,851.70)
E	New Contract Amount (C + D)		\$12,398.30
F	Cumulative Change Order Amount (B + D)		(\$10,851.70)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		-46.67%

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 Lines
- Decrease Remaining Encumbrance and Close Contract
- Increase Encumbrance and Close Contract
- Decrease Encumbrance
- Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers 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.

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

APPROVALS - Initials Only

_____	_____	_____	_____	_____	_____
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u>8</u>	<u>6892</u>	<u>Jun 5, 2026</u>	<u>SAT</u>	<u>6910</u>	<u>6/9/26</u>
Reviewed by Procurement Officer	Date	Completed by Buyer	Date		
	<u>6/11/2026</u>				