

board

Consent
DOT 4/15
CB 4/22

kbc
4/22



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

Date: Mar 18, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 6295-SERV	Original Purchase Order Date: Feb 15, 2023	Change Order #: 3	Department: Division of Transportation
Vendor Name: Auto Tech Centers Inc.		Vendor #: 11260	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Contract to furnish & deliver Goodyear tires for the Division of Transportation Fleet Maintenance. 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	\$150,000.00
B	Net \$ change for previous Change Orders	\$35,000.00
C	Current contract amount (A + B)	\$185,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$46,192.60)
E	New contract amount (C + D)	\$138,807.40
F	Percent of current contract value this Change Order represents (D / C)	-24.97%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-7.46%
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	Mar 18, 2025	<i>[Signature]</i>	6910	3/21/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
		<i>[Signature]</i>			
Buyer	Date	Procurement Officer	Date	3/26/2025	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		