



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

CONSENT  
 DOT 8/19  
 CB 8/26

Date: Jul 21, 2025  
 MinuteTraq (IQM2) ID #: 25 - 1777

Purchase Order #:	6543-1-SERV	Original Purchase Order Date:	Jul 19, 2023	Change Order #:	1	Department:	Division of Transportation
Vendor Name:	DOT - Lightle Enterprises			Vendor #:	39597	Dept Contact:	Patricia Miller
Background and/or Reason for Change Order Request:	Portable roll up signs for construction projects Decrease remaining encumbrance & close contract EXPIRED 11/30/24						
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>							

(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.

<b>INCREASE/DECREASE</b>			
A	Starting contract value		\$40,020.00
B	Net \$ change for previous Change Orders		
C	Current contract amount (A + B)		\$40,020.00
D	Amount of this Change Order	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Decrease
			(\$26,790.00)
E	New contract amount (C + D)		\$13,230.00
F	Percent of current contract value this Change Order represents (D / C)		-66.94%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		-66.94%

**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**

Increase (greater than 29 days) contract expiration from: \_\_\_\_\_ to: \_\_\_\_\_  
 Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_  
 OTHER - explain below:  
 \_\_\_\_\_

PM Prepared By (Initials)	6911 Phone Ext	Jul 21, 2025 Date	<i>SMR</i> Recommended for Approval (Initials)	6910 Phone Ext	7/22/25 Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	<i>SMR</i>		8/6/2025 Date	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date	