

Consent
DOT 10/17
CB 10/24



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

Date: Sep 28, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6037-SERV	Original Purchase Order Date: Jul 6, 2022	Change Order #: 1	Department: Transportation
Vendor Name: Kevin's Auto Service & Repair	Vendor #: 32250	Dept Contact: Ying Liu Almanza	
Background and/or Reason for Change Order Request:	For repair of heavy trucks for the period 09/14/22 to 05/31/23. 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	\$70,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$70,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$38,983.76)
E	New contract amount (C + D)	\$31,016.24
F	Percent of current contract value this Change Order represents (D / C)	-55.69%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-55.69%

MC 9-28-23

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:

yla	6911	Jul 6, 2023	VLS	9/10/2/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
REVIEWED BY (Initials Only)				
Buyer		Date	Procurement Officer	Date
<i>QJM</i>		<i>10/5/23</i>		
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)	Date