

DOT 1/20  
FI+CB 1/27

AS

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: Dec 22, 2025

File ID #: 26-0176

<b>Purchase Order #:</b> 6259-SERV	<b>Original Purchase Order Date:</b> Jan 11, 2023	<b>Change Order #:</b> 16	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> DOT - Fastenal Company		<b>Vendor #:</b> 11779	<b>Dept. Contact:</b> Roula Eikosidekas
<b>Action Requested and Reason for Change Order Request:</b> Requesting an increase to PO #6259-SERV in the amount of \$20,000.00 to furnish and deliver maintenance, repair and operating supplies for the DOT Fleet & Maintenance. Establish LN for 2026 Equipment parts 3520-52250 & increase LN to \$20,000			

### 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		\$75,000.00
B	Net \$ Change for Previous Change Order		
C	Current Contract Amount (A + B)		\$75,000.00
D	Amount of this Change Order	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$20,000.00
E	New Contract Amount (C + D)		\$95,000.00
F	Cumulative Change Order Amount (B + D)		\$20,000.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		26.67%

### 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: 75,000.00 to: 95,000.00
- 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.

Requesting approval to increase Purchase Order #6259-SERV by \$20,000.00. This contract provides plow bolts, sign fastening materials, and other general shop supplies in support of DOT Fleet, Maintenance, and Sign Shop operations.

**Original Source Selection/Vetting Information** - Describe method used to select source; for instance, bid, RFP, sole source, etc.

This contract was setup using the cooperative source-well contact #091422-FAS.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

DOT staff recommends an increase to contract PO #6259-SERV in the amount of \$20,000.00 from \$75,000.00 to \$95,000.00.

- 1. Allow the contract to expire and procure under a new contract.
- 2. Do not amend the current contract. The contract would remain at its current value and usage would cease once funds are exhausted.

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

There are sufficient funds for FY26 increase.

**APPROVALS - Initials Only**

RE	6920	Dec 22, 2025	<u>SMT</u>	6910	12/22/25
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u>[Signature]</u>		<u>1/5/2026</u>			
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	