Request for Change Order

Procurement Services Division
Attach copies of all prior Change Orders

Date: _____ Apr 19, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 5767-SERV	Original Purchase Order Date: Apr 15, 2022	Change Order #: 1	Department: Transportation
Vendor Name: Vulcan Inc.		Vendor #: 10661	Dept Contact: Ying Liu Almanza

Background and/or Reason for Change Order Request:	Contract to furnish and deliver sign posts for the Sign Shop. (04/14/22 - 03/31/23) 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	$105,000.00
B	Net $ change for previous Change Orders	
C	Current contract amount (A + B)	$105,000.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	($78,683.85)
E	New contract amount (C + D)	$26,316.15
F	Percent of current contract value this Change Order represents (D / C)	-74.94%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-74.94%

DECISION MEMO NOT REQUIRED

☐ Cancel entire order   ☐ Close Contract   ☐ Contract Extension (29 days)   ☐ Consent Only   mc

☐ 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	Apr 19, 2023	LLS		4/28/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

Buyer	Date	ALCN Procurement Officer	5/2/23 Date
Chief Financial Officer (Decision Memos Over $25,000)	Date	Chairman's Office (Decision Memos Over $25,000)	Date

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

Rev 1.7
6/25/18