



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
JPS 5/16
CB 5/13

Date: April 22, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 6014-1 SERV	Original Purchase Order Date: Sep 14, 2022	Change Order #: 2	Department: Circuit Court
Vendor Name: Midwest Office Interiors		Vendor #: 11403	Dept Contact: Katherine Thompson
Background and/or Reason for Change Order Request:	Reduce and close out PO.		
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	\$67,525.79
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$67,525.79
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$22,673.28)
E	New contract amount (C + D)	\$44,852.51
F	Percent of current contract value this Change Order represents (D / C)	-33.58%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-33.58%
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:	

KT <u>KT</u>	8788	Apr 22, 2025	SA <u>SA</u>	8888	Apr 22, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer _____		Date _____	Procurement Officer <u>[Signature]</u>		Date <u>4/22/2025</u>
Chief Financial Officer _____		Date _____	Chairman's Office _____		Date _____
(Decision Memos Over \$25,000)			(Decision Memos Over \$25,000)		