



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 16, 2023

MinuteTraq (IQM2) ID #: 23-3387

Purchase Order #: 6212-1-SERV	Original Purchase Order Date: Jun 14, 2022	Change Order #: 1	Department: Stormwater Management
Vendor Name: Village of Downers Grove		Vendor #: 10128	Dept Contact: Alicia Favela Perez
Background and/or Reason for Change Order Request:	(\$16,687.00) Decrease 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	\$16,687.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$16,687.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$16,687.00)
E	New contract amount (C + D)	\$0.00
F	Percent of current contract value this Change Order represents (D / C)	-100.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-100.00%

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 $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below:

AFP	6698	Oct 16, 2023	<i>SA</i>	6676	10.17.23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date

Consent