



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

Consent
 PW 8/19
 CB 8/26

Date: Aug 6, 2025

MinuteTraq (IQM2) ID #: 25-1920

Purchase Order #: 7029-0001 SERV	Original Purchase Order Date: Apr 10, 2024	Change Order #: 3	Department: Facilities Management
Vendor Name: Advanced Boiler Control Services, Inc.		Vendor #: 11360	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 1 \$12,656.25, line 2 \$4,991.03, line 5 \$12,321.25, line 6 \$4,975.82, line 8 \$3,575.00 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	\$70,057.50
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$70,057.50
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$38,519.35)
E	New contract amount (C + D)	\$31,538.15
F	Percent of current contract value this Change Order represents (D / C)	-54.98%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-54.98%

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:

KB _____	5695 _____	Aug 6, 2025 _____	5665 _____	Aug 7, 2025 _____
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
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 _____	