

Consent
PW 4/18
CB 4/25



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

Date: Mar 6, 2023

MinuteTraq (IQM2) ID #: 23-1369

Purchase Order #: 4227-1 SERV	Original Purchase Order Date: Nov 13, 2019	Change Order #: 1	Department: Facilities Management
Vendor Name: Home Depot USA Inc		Vendor #: 11219	Dept Contact: Clara Gomez
Background and/or Reason for Change Order Request:	Change order to contract for Misc. maintenance, repair and operation parts and supplies - decrease line 1 \$13,749.86, line 2 \$2,141.83, line 3 \$5,932.50, line 4 \$1,306.39, line 5 \$20,430.89, line 6 \$845.21 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	\$90,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$90,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$44,406.68)
E	New contract amount (C + D)	\$45,593.32
F	Percent of current contract value this Change Order represents (D / C)	-49.34%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-49.34%

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:

CG	5690	Mar 6, 2023	<i>[Signature]</i> Signature on file	x6800	4/2/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>[Signature]</i> Procurement Officer	Date	4/5/23	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		