



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

consent
PW 10/7
CB 10/14

Date: Aug 26, 2025

MinuteTraq (IQM2) ID #: 25-2268

Purchase Order #: 6381-0001 SERV	Original Purchase Order Date: Apr 1, 2023	Change Order #: 1	Department: Facilities Management
Vendor Name: Facility Gateway Corporation		Vendor #: 41573	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 1 \$2,244.41, line 2 \$17,195.76, line 3 \$5,888.40, line 4 \$17,800.76, line 5 \$8,225.00 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	\$74,773.30
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$74,773.30
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$51,354.33)
E	New contract amount (C + D)	\$23,418.97
F	Percent of current contract value this Change Order represents (D / C)	-68.68%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-68.68%

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: _____

KB	5695	Aug 26, 2025	CL	Sep 16, 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	