



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Consent  
PW 8/1  
CB 8/8

Date: Jul 17, 2023

MinuteTraq (IQM2) ID #: 23-2417

<b>Purchase Order #:</b> 5152-1 SERV	<b>Original Purchase Order Date:</b> Mar 10, 2021	<b>Change Order #:</b> 12	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Tri-Dim Filter Corporation		<b>Vendor #:</b> 12664	<b>Dept Contact:</b> Katie Boffa
<b>Background and/or Reason for Change Order Request:</b>	Change order to decrease line 1 \$30,721.40, line 2 \$6,235.92, line 3 \$1,072.32, line 4 \$7,000.00 and close contract. Company is no longer in business.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- ☒ (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	\$190,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$190,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$45,029.64)
E	New contract amount (C + D)	\$144,970.36
F	Percent of current contract value this Change Order represents (D / C)	-23.70%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-23.70%
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: _____	

KB	5695	Jul 17, 2023	Signature on file	*6800	7/17/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	7/19/23	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		