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

Date: Feb 14, 2025

MinuteTraq (IQM2) ID #: 25-0773

Purchase Order #: 5216-0001 SERV	**Original Purchase Order Date:** Apr 14, 2021	**Change Order #:** 3	**Department:** Facilities Management
Vendor Name: Commonwealth Edison Company		**Vendor #:** 10023	**Dept Contact:** Katie Boffa

Background and/or Reason for Change Order Request:	Decrease contract $61,534.04 and close.

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		$3,000,000.00
B	Net $ change for previous Change Orders		$0.00
C	Current contract amount (A + B)		$3,000,000.00
D	Amount of this Change Order ☐ Increase ☒ Decrease		($61,534.04)
E	New contract amount (C + D)		$2,938,465.96
F	Percent of current contract value this Change Order represents (D / C)		-2.05%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		-2.05%

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	Feb 14, 2025			3/17/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	3/21/2025 Date
Chief Financial Officer (Decision Memos Over $25,000)	Date	Chairman's Office (Decision Memos Over $25,000)	Date