

Consent
DEV-Discharge
CB-12/12



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Nov 30, 2023

MinuteTraQ (IQM2) ID #:

Purchase Order #: 6081-0001 SERV	Original Purchase Order Date: Dec 1, 2022	Change Order #: 1	Department: Building & Zoning
Vendor Name: SAFEBuilt Illinois LLC		Vendor #: 33979	Dept Contact: Marla Flynn
Background and/or Reason for Change Order Request:	To extend the existing contract 60 days because there is no new contract in place at this time.		
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	\$125,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$125,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New contract amount (C + D)	\$125,000.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%
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 checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Nov 30, 2023 to: Jan 29, 2024	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

MAF	6789	Nov 30, 2023	JS	6777	Nov 30, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>DKM</i>	Procurement Officer	Date	11/30/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		