

Consent  
PW 9/3  
CB 9/10



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

Date: Aug 19, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 4653SERV	<b>Original Purchase Order Date:</b> Apr 28, 2020	<b>Change Order #:</b> 1	<b>Department:</b> Public Works
<b>Vendor Name:</b> Alfa Laval Inc.	<b>Vendor #:</b> 22369		<b>Dept Contact:</b> Drew Cormican
<b>Background and/or Reason for Change Order Request:</b>	Decrease line 1 2000-2555-52250 (\$80,000.00) and close contract.		
<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	\$80,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$80,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$80,000.00)
E	New contract amount (C + D)	\$0.00
F	Percent of current contract value this Change Order represents (D / C)	-100.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-100.00%

**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**

Increase (greater than 29 days) contract expiration from: \_\_\_\_\_ to: \_\_\_\_\_

Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_

OTHER - explain below: \_\_\_\_\_

<div style="background-color: black; width: 100%; height: 1.2em;"></div>	<u>8/19/24</u>	<div style="background-color: black; width: 100%; height: 1.2em;"></div>	<u>8/19/2024</u>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials) Phone Ext Date

**REVIEWED BY (Initials Only)**

<div style="background-color: black; width: 100%; height: 1.2em;"></div>	<u>8/23/2024</u>	
Buyer	Date	Procurement Officer
<div style="background-color: black; width: 100%; height: 1.2em;"></div>	<div style="background-color: black; width: 100%; height: 1.2em;"></div>	<div style="background-color: black; width: 100%; height: 1.2em;"></div>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000) Date