

1/21 Comm.

Consent  
PW 1/21  
OB 1/28



# Request for Change Order

Procurement Services Division  
Attach copies of all prior Change Orders

Date: Dec 30, 2024

MinuteTraq (IQM2) ID #: N/A

<b>Purchase Order #:</b> 5006SERV	<b>Original Purchase Order Date:</b> Nov 24, 2020	<b>Change Order #:</b> 1	<b>Department:</b> Public Works
<b>Vendor Name:</b> Process Controls Corporation		<b>Vendor #:</b> 33044	<b>Dept Contact:</b> Drew Cormican
<b>Background and/or Reason for Change Order Request:</b>	Decrease line 1 2000-2555-52250 (\$48,000.00). Decrease line 2 2000-2555-53300 (\$12,000.00) 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	\$60,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$60,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$60,000.00)
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%
<b>DECISION MEMO NOT REQUIRED</b>		

- 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:	

<u>DR</u>		<u>12/30/24</u>	<u>SR</u>		<u>12/30/24</u>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
			<u>[Signature]</u>		<u>1/6/2025</u>
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		