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

Date: Apr 2, 2024

MinuteTraq (IQM2) ID #: **24-1176**

Purchase Order #: 5475-0001 SERV	**Original Purchase Order Date:** Oct 1, 2021 — **Change Order #:** 1 — **Department:** Facilities Management
Vendor Name: Arlington Glass & Mirror, Co.	**Vendor #:** 19952 — **Dept Contact:** Cathie Figlewski

Background and/or Reason for Change Order Request:	Reduce contract $52,908.40 and close contract.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

- [X] (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	$70,000.00
B	Net $ change for previous Change Orders	$0.00
C	Current contract amount (A + B)	$70,000.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	($52,908.40)
E	New contract amount (C + D)	$17,091.60
F	Percent of current contract value this Change Order represents (D / C)	-75.58%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-75.58%

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: _____
- [X] 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:

CAF	5665	Apr 2, 2024		x 6800	4/3/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

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