



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: May 12, 2023

MinuteTraq (IQM2) ID #:

Consent  
PW 6/6  
GB 6/13

<b>Purchase Order #:</b> 4618-0001 SERV	<b>Original Purchase Order Date:</b> Jun 1, 2020	<b>Change Order #:</b> 3	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> F.H. Paschen, S.N. Nielsen & Assoc. LLC	<b>Vendor #:</b> 28367	<b>Dept Contact:</b> Katie Boffa	
<b>Background and/or Reason for Change Order Request:</b>	Decrease remaining amounts on all lines to 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	\$295,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$295,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$136,907.75)
E	New contract amount (C + D)	\$158,092.25
F	Percent of current contract value this Change Order represents (D / C)	-46.41%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-46.41%
<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

<b>DECISION MEMO REQUIRED</b>	
<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:	

KB	5695	May 12, 2023	Signature on file	x 6800	5/15/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date	5/24/23	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		