

CONSENT
PW 9/17
OB 9/24



Request for Change Order
Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 26, 2024

MinuteTraq (IQM2) ID #: 24-2374

Purchase Order #: 6533-0001 SERV	Original Purchase Order Date: Jul 19, 2023	Change Order #: 3	Department: Facilities Management
Vendor Name: Ashland Lock Company DBA Ashland Lock & Security Solutions	Vendor #: 30938	Dept Contact: Cathie Figlewski	
Background and/or Reason for Change Order Request:	Decrease line 1 \$6,321.00, line 2 \$1,000.00, line 3 \$11,476.46, line 4 \$1,000.00 and close contract.		
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 \$25,000.00
B	Net \$ change for previous Change Orders \$0.00
C	Current contract amount (A + B) \$25,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease (\$19,797.46)
E	New contract amount (C + D) \$5,202.54
F	Percent of current contract value this Change Order represents (D / C) -79.19%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) -79.19%

DECISION MEMO NOT REQUIRED			
<input type="checkbox"/> Cancel entire order	<input type="checkbox"/> Close Contract	<input type="checkbox"/> Contract Extension (29 days)	<input type="checkbox"/> Consent Only
<input type="checkbox"/> Change budget code from: _____ to: _____			
<input type="checkbox"/> Increase/Decrease quantity from: _____ to: _____			
<input type="checkbox"/> Price shows: _____ should be: _____			
<input checked="" type="checkbox"/> Decrease remaining encumbrance and close contract	<input type="checkbox"/> Increase encumbrance and close contract	<input type="checkbox"/> Decrease encumbrance	<input type="checkbox"/> 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: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

KB	5695	Aug 26, 2024	x 6800	8/28/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	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	