

PW Only 9/3



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 9, 2024

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 4878-0001 SERV	Original Purchase Order Date: Oct 17, 2020	Change Order #: 1	Department: Facilities Management
Vendor Name: Evoqua Water Technologies LLC	Vendor #: 12352	Dept Contact: Clara Gomez	
Background and/or Reason for Change Order Request:	Decrease PO Line 1 \$10,302.79 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	\$15,132.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$15,132.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$10,302.79)
E	New contract amount (C + D)	\$4,829.21
F	Percent of current contract value this Change Order represents (D / C)	-68.09%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-68.09%

DECISION MEMO NOT REQUIRED			
<input type="checkbox"/> Cancel entire order	<input checked="" type="checkbox"/> Close Contract	<input type="checkbox"/> Contract Extension (29 days)	<input type="checkbox"/> Consent Only
Change budget code from: _____ to: _____			
Increase/Decrease quantity from: _____ to: _____			
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: _____	

CG	5690	Aug 9, 2024	x6800	Aug 12, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
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	