



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: May 24, 2023

MinuteTraq (IQM2) ID #: 23-1922

|   |   |                          |  |
|---|---|--------------------------|--|
| <b>Purchase Order #:</b> 4639-1 SERV                      | <b>Original Purchase Order Date:</b> May 1, 2020  | <b>Change Order #:</b> 2 | <b>Department:</b> Facilities Management |
| <b>Vendor Name:</b> Weatherproofing Technologies Inc      |   | <b>Vendor #:</b> 13080   | <b>Dept Contact:</b> Katie Boffa         |
| <b>Background and/or Reason for Change Order Request:</b> | Change order to contract for roof inspections, maintenance and minor roof repairs to increase line 3 \$35,000.00 and extend contract to 03/31/24. |                          |  |
| <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  |
| B                 | Net \$ change for previous Change Orders   |
| C                 | Current contract amount (A + B)  |
| D                 | Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease |
| E                 | New contract amount (C + D)  |
| F                 | Percent of current contract value this Change Order represents (D / C)                                     |
| G                 | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)                   |

### 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: \_\_\_\_\_
- ☐ 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: Apr 30, 2023 to: Mar 31, 2024
- ☒ Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☒ Funding Source 1000-1100-53300
- ☐ OTHER - explain below:

Signature on File

|   |           |   |                                     |           |
|---|-----------|---|-------------------------------------|-----------|
| KB  | 5695      | May 24, 2023  | x6818                               | 5/24/23   |
| Prepared By (Initials)                                    | Phone Ext | Date  | Recommended for Approval (Initials) | Phone Ext |
| <b>REVIEWED BY (Initials Only)</b>                        |           |   |                                     |           |
| Buyer   | Date      | Procurement Officer                                 | Date                                | 6/1/23    |
| Chief Financial Officer<br>(Decision Memos Over \$25,000) | Date      | Chairman's Office<br>(Decision Memos Over \$25,000) | Date                                |           |