



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 3, 2023

MinuteTraq (IQM2) ID #:

<b>Purchase Order #:</b> 5386-0001 SERV	<b>Original Purchase Order Date:</b> Jul 14, 2021	<b>Change Order #:</b> 1	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Ashland Door Solutions		<b>Vendor #:</b> 22435	<b>Dept Contact:</b> Clara Gomez
<b>Background and/or Reason for Change Order Request:</b>	Change order to decrease PO Line 1 \$84,976.06, PO Line 2 \$42,119.28 and close contract (Expired 07/13/23) Contract - Provide door maintenance, door sales and installation as needed for County facilities, for Facilities Management		
<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	\$140,690.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$140,690.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$127,095.34)
E	New contract amount (C + D)	\$13,594.66
F	Percent of current contract value this Change Order represents (D / C)	-90.34%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-90.34%

### 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: \_\_\_\_\_ to: \_\_\_\_\_  
☐ Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☐ Funding Source \_\_\_\_\_  
☐ OTHER - explain below: \_\_\_\_\_

CG	5690	Oct 3, 2023	<i>H. Mark</i>	x6800	10/7/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	<i>CM</i>	Date	Procurement Officer		Date
		10/5/23			
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date