

Consent  
PW 4/1  
CB 4/8



**Request for Change Order**  
Procurement Services Division  
Attach copies of all prior Change Orders

Date: Feb 25, 2025

MinuteTraq (IQM2) ID #: 25-0770

<b>Purchase Order #:</b> 6816-1 SERV	<b>Original Purchase Order Date:</b> Jan 1, 2024	<b>Change Order #:</b> 9	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> WW Grainger	<b>Vendor #:</b> 10157	<b>Dept Contact:</b> Katie Boffa	
<b>Background and/or Reason for Change Order Request:</b>	Decrease line 1 \$3,521.79, line 2 \$2,320.52, line 3 \$455.81, line 4 \$476.84, line 5 \$2,787.19, line 6 \$66.13, line 7 \$500.00, line 9 \$54.98, line 10 \$298.09, line 14 \$2,658.06 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	\$82,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$82,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$13,139.41)
E	New contract amount (C + D)	\$68,860.59
F	Percent of current contract value this Change Order represents (D / C)	-16.02%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-16.02%

**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 ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:

\_\_\_\_\_

KB	5695	Feb 25, 2025		
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
				3/17/25

**REVIEWED BY (Initials Only)**

Buyer	Date	Procurement Officer	Date
			3/21/25
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date