

Consent
HS 7/2
CB 7/9



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 25, 2024

MinuteTraQ (IQM2) ID #:

Purchase Order #: 6789	Original Purchase Order Date: Dec 5, 2023	Change Order #: 2	Department: Community Services
Vendor Name: Comfort 1st Insulation		Vendor #: 43174	Dept Contact: Gina Strafford
Background and/or Reason for Change Order Request:	Decrease lifetime maximum of contract by \$40,000.00, new lifetime maximum \$225,567.00 Decrease due to lack of vendor availability to perform weatherization work as needed. Decrease Line 1 by \$20,000.00 and Line 2 by \$20,000.00.		
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	\$265,567.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$265,567.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$40,000.00)
E	New contract amount (C + D)	\$225,567.00
F	Percent of current contract value this Change Order represents (D / C)	-15.06%
G	Cumulative percent of all Change Orders (B-D/A); (60% maximum on construction contracts)	-15.06%
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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below: _____	

NE	6166	Jun 25, 2024	Xi	Signature on File	64464	6/25/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date	
REVIEWED BY (Initials Only)						
Buyer	Date	Procurement Officer	Date	6/27/2024		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date			