

Consent  
PW 9/17  
CB 9/24



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

Date: Aug 27, 2024

MinuteTraq (IQM2) ID #: 24-2378

<b>Purchase Order #:</b> 6290-0001 SERV	<b>Original Purchase Order Date:</b> Feb 23, 2023	<b>Change Order #:</b> 7	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Red Wing Brands of America Inc.		<b>Vendor #:</b> 10549	<b>Dept Contact:</b> Katie Boffa
<b>Background and/or Reason for Change Order Request:</b>	Decrease Line 1 \$611.26, line 2 \$10,754.56, line 4 \$3,000.00, line 5 \$700.00, line 6 \$4,000.00, line 7 \$1,280.84, line 8 \$400.00 and close contract.		
<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	\$37,900.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$37,900.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$20,746.66)
E	New contract amount (C + D)	\$17,153.34
F	Percent of current contract value this Change Order represents (D / C)	-54.74%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-54.74%

**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	Aug 27, 2024	6800	8/28/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Date

**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