



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Consent  
PW 10/7  
CB 10/14

Date: Sep 23, 2025

MinuteTraq (IQM2) ID #: 25-2325

<b>Purchase Order #:</b> 6236-1 SERV	<b>Original Purchase Order Date:</b> Feb 1, 2023	<b>Change Order #:</b> 17	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Graybar Electric Co Inc		<b>Vendor #:</b> 10124	<b>Dept Contact:</b> Katie Boffa
<b>Background and/or Reason for Change Order Request:</b>	Decrease remaining contract total \$235,606.87 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	\$609,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$609,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$235,606.87)
E	New contract amount (C + D)	\$373,393.13
F	Percent of current contract value this Change Order represents (D / C)	-38.69%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-38.69%

### 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:

KB	5695	Sep 23, 2025	CS	9/23/25	
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date