

Consent  
PW 4/1  
CB 4/8



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Feb 11, 2025

MinuteTraq (IQM2) ID #: 25-0772

Purchase Order #: 6161-0C01 SERV	Original Purchase Order Date: Dec 1, 2022	Change Order #: 4	Department: Facilities Management
Vendor Name: AMS Industries	Vendor #: 19701	Dept Contact: Katie Boffa	
Background and/or Reason for Change Order Request:	Decrease line 3 \$11,167.24 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	\$1,209,330.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$1,209,330.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$11,167.24)
E	New contract amount (C + D)	\$1,198,162.76
F	Percent of current contract value this Change Order represents (D / C)	-0.92%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-0.92%

### 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	Feb 11, 2025		3/17/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
<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	