



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

consent
HS 2/4
OB 2/11

Date: Jan 22, 2025

MinuteTraq (IQM2) ID #: 25-0386

Purchase Order #: 5923	Original Purchase Order Date: Jul 12, 2022	Change Order #: 4	Department: Community Services
Vendor Name: Chicago United Industries, Ltd	Vendor #: 32599	Dept Contact: Gina Strafford-Ahmed	
Background and/or Reason for Change Order Request:	To close the contract as it expired on 10/29/2023.		
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	\$67,367.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$67,367.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$37,201.00)
E	New contract amount (C + D)	\$30,166.00
F	Percent of current contract value this Change Order represents (D / C)	-55.22%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-55.22%

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:

DK	6164	Jan 22, 2025		6182	1/22/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	1/23/2025	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		