

CDnsent  
PW 1/7  
CB 1/14



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Nov 25, 2024

MinuteTraQ (IQM2) ID #: 24-3232

Purchase Order #: 6618-0001 SERV	Original Purchase Order Date: Nov 1, 2023	Change Order #: 1	Department: Facilities Management
Vendor Name: SNI Solutions		Vendor #: 12626	Dept Contact: Clara Gomez
Background and/or Reason for Change Order Request:	Change order to decrease PO Line 1 \$1.00, PO Line 2 \$25,719.00 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	\$75,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$75,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$25,720.00)
E	New contract amount (C + D)	\$49,280.00
F	Percent of current contract value this Change Order represents (D / C)	-34.29%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-34.29%
<b>DECISION MEMO NOT REQUIRED</b>		

- 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:

CG	5690	Nov 25, 2024	<u>Signature on File</u>	Nov 25, 2024
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	

*[Signature]*  
12-4-2024