



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 2, 2024

MinuteTraq (IQM2) ID #: 24-1180

Purchase Order #: 5904-0001 SERV	Original Purchase Order Date: Jun 29, 2022	Change Order #: 2	Department: Facilities Management
Vendor Name: PPG Architectural Finishes		Vendor #: 20161	Dept Contact: Cathie Figlewski
Background and/or Reason for Change Order Request:	Reduce contract \$36,726.54 and close contract.		
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	\$42,500.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$42,500.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$36,726.54)
E	New contract amount (C + D)	\$5,773.46
F	Percent of current contract value this Change Order represents (D / C)	-86.42%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-86.42%

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:

CAF	5665	Apr 2, 2024	<u>x6000</u>	<u>4/3/24</u>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
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	