

Consent  
PW 9/13  
OB 9/10



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 16, 2024

MinuteTraq (IQM2) ID #: N/A

<b>Purchase Order #:</b> 435SERV	<b>Original Purchase Order Date:</b> Feb 1, 2020	<b>Change Order #:</b> 3	<b>Department:</b> Public Works
<b>Vendor Name:</b> Standard Equipment Company		<b>Vendor #:</b> 10849	<b>Dept Contact:</b> Drew Cormican
<b>Background and/or Reason for Change Order Request:</b>	Decrease line 1 2000-2665-52250 (\$5,270.34). Decrease line 2 2000-2665-53370 (\$9,443.35). Decrease line 3 1600-3000-52250 (\$8,469.59). Decrease line 4 1600-3000-53370 (\$11,233.09) 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	\$150,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$150,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$34,416.37)
E	New contract amount (C + D)	\$115,583.63
F	Percent of current contract value this Change Order represents (D / C)	-22.94%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-22.94%
<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

<b>DECISION MEMO REQUIRED</b>	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

<b>Prepared By (Initials)</b> _____ <b>Date</b> <u>8/16/24</u>	<b>Recommended for Approval (Initials)</b> _____ <b>Date</b> <u>8/16/2024</u>
<b>REVIEWED BY (Initials Only)</b>	
<b>Buyer</b> _____ <b>Date</b> _____	<b>Procurement Officer</b> _____ <b>Date</b> <u>8/23/2024</u>
<b>Chief Financial Officer (Decision Memos Over \$25,000)</b> _____ <b>Date</b> _____	<b>Chairman's Office (Decision Memos Over \$25,000)</b> _____ <b>Date</b> _____