



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Consent  
pw 8/19  
CB 8/26

Date: Aug 6, 2025

MinuteTraq (IQM2) ID #: 25-1921

Purchase Order #: 6419-0001 SERV		Original Purchase Order Date: May 26, 2023	Change Order #: 1	Department: Facilities Management
Vendor Name: Airways Systems Inc		Vendor #: 25611		Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 1 \$9,423.00, line 2 \$1,248.00 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	\$35,196.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$35,196.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$10,671.00)
E	New contract amount (C + D)	\$24,525.00
F	Percent of current contract value this Change Order represents (D / C)	-30.32%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-30.32%

### 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	Aug 6, 2025	5665	Aug 7, 2025	
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<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