

Consent
PW 4/1
CB 4/8



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Feb 14, 2025

MinuteTraq (IQM2) ID #: 25-0274

| | | | |
|--|---|---------------------------|-----------------------------------|
| Purchase Order #: 5723-1 SERV | Original Purchase Order Date: Apr 1, 2022 | Change Order #: 5 | Department: Facilities Management |
| Vendor Name: Door Systems ASSA ABLOY US Inc | Vendor #: 11107 | Dept Contact: Katie Boffa | |
| Background and/or Reason for Change Order Request: | Decrease line 1 \$23,001.50, line 2 \$500.00, line 3 \$203.00, line 4 \$406.00, line 9 \$493.54, line 10 \$1.00, line 11 \$1.00, line 12 \$285.52, line 14 \$499.00, line 15 \$202.00, line 17 \$1,738.89, line 18 \$3,990.00, line 19 \$5,000.00, line 20 \$5,000.00 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 |
| B | Net \$ change for previous Change Orders |
| C | Current contract amount (A + B) |
| D | Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease |
| E | New contract amount (C + D) |
| F | Percent of current contract value this Change Order represents (D / C) |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) |

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 | Feb 14, 2025 | [Redacted Signature] | 3/17/25 |
| 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 | |