



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 4/18
CB 4/25

Date: Mar 22, 2023

MinuteTraq (IQM2) ID #: 23-1376

Purchase Order #: 4382-1SERV	Original Purchase Order Date: Jan 30, 2020	Change Order #: 2	Department: Facilities Management
Vendor Name: Interstate Power Systems Inc		Vendor #: 12677	Dept Contact: Alissa Cotsilis
Background and/or Reason for Change Order Request:	Change order to contract to decrease line 1 \$48,666.91 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 ☐ Increase ☒ 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 ≥ \$2,500.00, or ≥ 10%, of current contract amount ☐ Funding Source _____	
☐ OTHER - explain below:	

AC	5710	Mar 22, 2023	Signature on file	x6800	4/2/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer		Date	4/7/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date	