



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 23, 2023

MinuteTraq (IQM2) ID #: 23-1370

Consent
PW 4/18
CB 4/25

Purchase Order #: 5329-1 SERV	Original Purchase Order Date: Aug 28, 2021	Change Order #: 3	Department: Facilities Management
Vendor Name: Fox Valley Fire & Safety		Vendor #: 11067	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Change order to contract to provide preventative maintenance, testing and repair of the Non-Edwards System Technology Fire Alarm and Life Safety System to decrease line 1 \$86,714.79, line 2 \$1,674.08, line 3 \$550.00, line 4 \$2,302.16, line 5 \$2,079.27 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	\$162,100.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$162,100.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$93,320.30)
E	New contract amount (C + D)	\$68,779.70
F	Percent of current contract value this Change Order represents (D / C)	-57.57%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-57.57%

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: _____

KB	5695	Mar 23, 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	4/5/23	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		