



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date:

Apr 28, 2023

MinuteTraq (IQM2) ID #:

Consent  
PW 6/16  
CB 6/13

<b>Purchase Order #:</b> 5116-1 SERV	<b>Original Purchase Order Date:</b> Feb 10, 2021	<b>Change Order #:</b> 6	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Graybar Electric Co Inc		<b>Vendor #:</b> 10124	<b>Dept Contact:</b> Katie Boffa
<b>Background and/or Reason for Change Order Request:</b>	Change order to decrease all lines 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	\$644,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$644,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$284,691.10)
E	New contract amount (C + D)	\$359,308.90
F	Percent of current contract value this Change Order represents (D / C)	-44.21%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-44.21%

### 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	Apr 28, 2023	Signature on file	*6800	5/15/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date	5/24/24	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		