

consent
PW 5/20
CB 5/27



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 29, 2025

MinuteTraq (IQM2) ID #: 25-1202

Purchase Order #: 6965-0001 SERV	Original Purchase Order Date: May 13, 2024	Change Order #: 5	Department: Facilities Management
Vendor Name: Cintas Corporation No. 2		Vendor #: 11863	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 1 \$5,431.39, line 2 \$8,785.32 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	\$50,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$50,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$14,216.71)
E	New contract amount (C + D)	\$35,783.29
F	Percent of current contract value this Change Order represents (D / C)	-28.43%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-28.43%

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 29, 2025	Signature on File	X51005	4-29-25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
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