



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 3/19
CB 3/26

Date: Feb 24, 2024

MinuteTraq (IQM2) ID #:

Purchase Order #: 5644-1 SERV	Original Purchase Order Date: Dec 1, 2021	Change Order #: 3	Department: Facilities Management
Vendor Name: Helm Mechanical		Vendor #: 39151	Dept Contact: Cathie Figlewski
Background and/or Reason for Change Order Request:	Reduce contract \$221,988.84 and close expired 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	\$5,656,850.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$5,656,850.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$221,988.84)
E	New contract amount (C + D)	\$5,434,861.16
F	Percent of current contract value this Change Order represents (D / C)	-3.92%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-3.92%

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:

CAF	5665	Feb 24, 2024	Signature on File	X6800	2/27/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	3/11/2024	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		