



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

FI only 4/9

Date: Apr 1, 2024

MinuteTraQ (IQM2) ID #: 24-1156

Purchase Order #: 6026-0001 SERV	Original Purchase Order Date: Sep 12, 2022	Change Order #: 2	Department: Finance - Risk Management
Vendor Name: Safety Training Associates, Inc.		Vendor #: 29360	Dept Contact: Kevin O'Brien
Background and/or Reason for Change Order Request:	Decrease and close PO - contract has expired.		
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	\$14,500.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$14,500.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$11,954.00)
E	New contract amount (C + D)	\$2,546.00
F	Percent of current contract value this Change Order represents (D / C)	-82.44%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-82.44%

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:

JM	6116	Apr 1, 2024	KO	6121	Apr 2, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer _____ Date _____			Procurement Officer  _____ Date <u>4-2-24</u>		
Chief Financial Officer (Decision Memos Over \$25,000) _____ Date _____			Chairman's Office (Decision Memos Over \$25,000) _____ Date _____		