

PW 3/5
FI + CB 3/12



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Feb 14, 2024

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6571SERV	Original Purchase Order Date: Aug 8, 2023	Change Order #: 2	Department: Public Works
Vendor Name: Fox Valley Fire & Safety Company Inc		Vendor #: 11067	Dept Contact: Drew J. Cormican
Background and/or Reason for Change Order Request:	Repairs totaling \$20,000.00 are required for the fire alarm system and Notifier Panel at the Woodridge Greene Valley WWTP. Replacement of obsolete heat detectors is required for life safety, as the existing detectors are 35 years old and replacements/replacement parts are scarce and expensive.		
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	\$73,250.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$73,250.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$20,000.00
E	New contract amount (C + D)	\$93,250.00
F	Percent of current contract value this Change Order represents (D / C)	27.30%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	27.30%

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 see below

OTHER - explain below:

2000-2555-53300 FY24 \$20,000.00

<i>DSE</i>		2/20/24	<i>nm</i>		2/20/2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
			<i>[Signature]</i>		2/26/2024
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date