

consent
PW 4/18
CB 4/25



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 23, 2023

MinuteTraq (IQM2) ID #: 23-1377

Purchase Order #: 5502-1 SERV	Original Purchase Order Date: Oct 14, 2021	Change Order #: 1	Department: Facilities Management
Vendor Name: Anchor Mechanical Inc		Vendor #: 38798	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Change order to contract to furnish and deliver HVAC and refrigeration services to decrease line 1 \$24,660.00 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	\$29,500.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$29,500.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$24,660.00)
E	New contract amount (C + D)	\$4,840.00
F	Percent of current contract value this Change Order represents (D / C)	-83.59%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-83.59%

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 _____
- OTHER - explain below:

KB	5695	Mar 23, 2023	Signature on file	x6800	4/2/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	<i>MCN</i>	Procurement Officer	4/5/23
Chief Financial Officer (Decision Memos Over \$25,000)		Date		Chairman's Office (Decision Memos Over \$25,000)	Date