

Consent
PW 8/15
CB 8/22



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 20, 2023

MinuteTraq (IQM2) ID #: 23-2546

Purchase Order #: 3599-1 SERV	Original Purchase Order Date: Dec 1, 2018	Change Order #: 16	Department: Facilities Management
Vendor Name: Knight E/A, Inc.		Vendor #: 11046	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Change order to decrease line 1 \$14,064.50, line 2 \$2,588.00, line 3 \$8,516.00, line 4 \$323.00, line 8 \$3,771.00, line 10 \$1,194.00 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	\$360,000.00
B	Net \$ change for previous Change Orders	\$200,000.00
C	Current contract amount (A + B)	\$560,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$30,456.50)
E	New contract amount (C + D)	\$529,543.50
F	Percent of current contract value this Change Order represents (D / C)	-5.44%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	47.10%

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	Jul 20, 2023	<i>H MWR</i>	x6800	7/26/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>MCAL</i>	Procurement Officer	Date	8/2/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		