

Consent
PW 9/17
CB 9/24



Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Date: Aug 26, 2024

MinuteTraq (IQM2) ID #: 24-2375

Purchase Order #: 6504-1 SERV	Original Purchase Order Date: Jul 14, 2023	Change Order #: 2	Department: Facilities Management
Vendor Name: The Standard Companies		Vendor #: 37837	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 1 \$1.00, line 2 \$19,651.05 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	\$40,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$40,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$19,652.05)
E	New contract amount (C + D)	\$20,348.95
F	Percent of current contract value this Change Order represents (D / C)	-49.13%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-49.13%
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	
<input type="checkbox"/>	Increase (greater than 29 days) contract expiration from: _____ to: _____
<input type="checkbox"/>	Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____
<input type="checkbox"/>	OTHER - explain below: _____

KB	5695	Aug 26, 2024	x6800	8/29/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	