

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 #: 23-2547

Purchase Order #: 2837-1 SERV	Original Purchase Order Date: Oct 25, 2017	Change Order #: 10	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 8 \$11,328.19, line 10 \$5,399.00 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	\$366,890.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$366,890.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$16,727.19)
E	New contract amount (C + D)	\$350,162.81
F	Percent of current contract value this Change Order represents (D / C)	-4.56%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-4.56%

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>F MWA</i>	x 6800	7/26/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>MCN</i>	Procurement Officer	Date	8/3/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		