



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 3/19
CB 3/26

Date: Feb 24, 2024

MinuteTraq (IQM2) ID #:

Purchase Order #: 6338-1 SERV	Original Purchase Order Date:	Mar 15, 2023	Change Order #: 1	Department: Facilities Management Dept Contact: Cathie Figlewski
Vendor Name: Martam Construction, Inc.		Vendor #: 11092		
Background and/or Reason for Change Order Request:	Reduce line 1 \$20,352 (ARPA) Reduce line 2 \$250 (Infrastructure) Close expired 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		\$285,257.00
B	Net \$ change for previous Change Orders		\$0.00
C	Current contract amount (A + B)		\$285,257.00
D	Amount of this Change Order	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$20,602.00)
E	New contract amount (C + D)		\$264,655.00
F	Percent of current contract value this Change Order represents (D / C)		-7.22%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		-7.22%

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:

CAF Prepared By (Initials)	5665 Phone Ext	Feb 24, 2024 Date	Signature on File Recommended for Approval (Initials)	x6800 Phone Ext	2/27/24 Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	<i>8</i> 3/11/2024		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		