

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 #: 24-2376

Purchase Order #: 5827-0001 SERV	Original Purchase Order Date: Jun 1, 2022	Change Order #: 5	Department: Facilities Management
Vendor Name: Groot, Inc.		Vendor #: 27954	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 1 \$35.00, line 3 \$5,341.74, line 4 \$1,050.00, line 9 \$15.00, line 10 \$1.21, line 11 \$9,349.66, line 12 \$1,400.00, line 17 \$70.00, line 18 \$3,519.80, line 19 \$15,276.06, line 20 \$1,750.00 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	\$245,187.79
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$245,187.79
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$37,808.47)
E	New contract amount (C + D)	\$207,379.32
F	Percent of current contract value this Change Order represents (D / C)	-15.42%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-15.42%
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 ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

KB	5695	Aug 26, 2024	x6800	9/28/24	
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer	Date	Chairman's Office	Date		
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)			