



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 2, 2024

MinuteTraq (IQM2) ID #: 24-1178

| | | | |
|---|---|--------------------------|--|
| Purchase Order #: 6377-0001 SERV | Original Purchase Order Date: Dec 29, 2022 | Change Order #: 2 | Department: Facilities Management |
| Vendor Name: Genserve, LLC | | Vendor #: 41555 | Dept Contact: Cathie Figlewski |
| Background and/or Reason for Change Order Request: | Reduce contract \$55,038.16 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 | \$86,737.12 |
| B | Net \$ change for previous Change Orders | \$0.00 |
| C | Current contract amount (A + B) | \$86,737.12 |
| D | Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease | (\$55,038.16) |
| E | New contract amount (C + D) | \$31,698.96 |
| F | Percent of current contract value this Change Order represents (D / C) | -63.45% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | -63.45% |

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 \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below:

| | | | | | |
|---|-----------|---|-------------------------------------|-----------|--------|
| CAF | 5665 | Apr 2, 2024 | | x6800 | 4/3/24 |
| 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 (Decision Memos Over \$25,000) | Date | Chairman's Office (Decision Memos Over \$25,000) | Date | | |