



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

Date: Oct 16, 2023

MinuteTraq (IQM2) ID #: 23-3387

<b>Purchase Order #:</b> 6212-1-SERV	<b>Original Purchase Order Date:</b> Jun 14, 2022	<b>Change Order #:</b> 1	<b>Department:</b> Stormwater Management
<b>Vendor Name:</b> Village of Downers Grove		<b>Vendor #:</b> 10128	<b>Dept Contact:</b> Alicia Favela Perez
<b>Background and/or Reason for Change Order Request:</b>	(\$16,687.00) Decrease and Close Contract		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (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	\$16,687.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$16,687.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$16,687.00)
E	New contract amount (C + D)	\$0.00
F	Percent of current contract value this Change Order represents (D / C)	-100.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-100.00%

**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:  
 \_\_\_\_\_

AFP	6698	Oct 16, 2023	<i>SFA</i>	6676	10.17.23
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

*Consent*