

Consent
DEV 11/19
CB 11/26



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Nov 1, 2024

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6230-0001 SERV	Original Purchase Order Date: Jan 10, 2023	Change Order #: 1	Department: Building & Zoning
Vendor Name: TPI Building Code Consultants Inc		Vendor #: 12063	Dept Contact: Marla Flynn
Background and/or Reason for Change Order Request:	To decrease and close contract. Contract expired on 11/30/2023.		
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
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B)
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease
E	New contract amount (C + D)
F	Percent of current contract value this Change Order represents (D / C)
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)

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:

<i>mab</i>	X6789	Nov 1, 2024	<i>gab</i>	X6143	11/1/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer			Procurement Officer		
Date			Date		
Chief Financial Officer			Chairman's Office		
(Decision Memos Over \$25,000)			(Decision Memos Over \$25,000)		
Date			Date		