



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 2, 2024

MinuteTraq (IQM2) ID #: 24-1164

Purchase Order #: 5626-0001 SERV	Original Purchase Order Date: Nov 16, 2021	Change Order #: 1	Department: Facilities Management
Vendor Name: Best Technology Systems, Inc.		Vendor #: 11576	Dept Contact: Cathie Figlewski
Background and/or Reason for Change Order Request:	Reduce contract \$20,200.00 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	\$23,890.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$23,890.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$20,200.00)
E	New contract amount (C + D)	\$3,690.00
F	Percent of current contract value this Change Order represents (D / C)	-84.55%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-84.55%

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		