



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

Date: Oct 17, 2023
MinuteTraq (IQM2) ID #: 24-0002

Purchase Order #: 5688	Original Purchase Order Date: Jan 26, 2022	Change Order #: 1	Department: IT
Vendor Name: SHI International Corp		Vendor #: 14389	Dept Contact: S. Godzicki
Background and/or Reason for Change Order Request:	This purchase order #5688 for SHI International is decreasing in the amount of \$35,980.67 and closing due to contract expired.		
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	\$92,758.42
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$92,758.42
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$35,980.67)
E	New contract amount (C + D)	\$56,777.75
F	Percent of current contract value this Change Order represents (D / C)	-38.79%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-38.79%

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:

BJP	Oct 17, 2023	X	<i>UW</i>	11/21/2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date	<i>dc</i>	Procurement Officer	Date <u>11/21/23</u>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	