

Consent
FI & CB 3/12



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 4, 2024
MinuteTraq (IQM2) ID #: 24-0914

Purchase Order #: 6499	Original Purchase Order Date: Aug 1, 2023	Change Order #: 1	Department: Human Resources
Vendor Name: Ceridlan HCM		Vendor #: 41892	Dept Contact: Christine Clevenger
Background and/or Reason for Change Order Request:	Decrease line 1 by (\$86,250.00), and line 2 by (\$28,750.00), decreasing the PO from \$2,181,155.50 to \$2,066,155.50.		
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	\$2,181,155.50
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$2,181,155.50
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$115,000.00)
E	New contract amount (C + D)	\$2,066,155.50
F	Percent of current contract value this Change Order represents (D / C)	-5.27%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-5.27%

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: _____

<u>AS</u>	6251	Mar 4, 2024	X <u>ca</u>	6228	Mar 4, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer _____		Date _____	Procurement Officer <u>[Signature]</u>		Date <u>3-7-2024</u>
Chief Financial Officer _____		Date _____	Chairman's Office _____		Date _____
(Decision Memos Over \$25,000)			(Decision Memos Over \$25,000)		