

Consent
HS 9/3
CB 9/10



Request for Change Order
Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 21, 2024

MinuteTraq (IQM2) ID #: 24-2310

Purchase Order #: 6342-0001 SERV	Original Purchase Order Date: Apr 24, 2023	Change Order #: 2	Department: DuPage Care Center
Vendor Name: Ecolab, Inc.	Vendor #: 10335		Dept Contact: Vinit Patel

Background and/or Reason for Change Order Request: Laundry Chemicals for the DuPage Care Center for the period 04/24/23 - 04/23/24
 #1 Decrease and close line 1, 1200-2030-52280 in the amount of \$4,718.31
 #2 Decrease and close line 2, 1200-2030-52280 in the amount of \$12,139.70 - 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	\$32,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$32,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$16,858.01)
E	New contract amount (C + D)	\$15,141.99
F	Percent of current contract value this Change Order represents (D / C)	-52.68%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-52.68%

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:

cdk	4208	Aug 21, 2024	JC		Aug 21, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

			<u>8/22/2024</u>
Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date