



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 15, 2023

MinuteTraq (IQM2) ID #: 23-1271

Consent
HS 4/4
CB 4/11

Purchase Order #: 5257-0001 SERV	Original Purchase Order Date: Jun 1, 2021	Change Order #: 7	Department: DuPage Care Center
Vendor Name: Sysco Chicago, Inc.		Vendor #: 10555	Dept Contact: Mario Plata
Background and/or Reason for Change Order Request:	This contract is to provide and deliver Primary Food Supplies & Chemicals for the DuPage Care Center Dining Services, JTK Administration Building and Judicial Office Facility Campus Cafes, for the period 06/01/21 through 06/29/22 and now through 11/30/22. Decrease and close line 1 in the amount of \$20,775.71 Decrease and close line 2 in the amount of \$44,316.43 Decrease and close line 3 in the amount of \$2,601.15 Decrease and close line 4 in the amount of \$18,308.29 Decrease and close line 5 in the amount of \$108,514.11 Decrease and close line 6 in the amount of \$3,160.27 Decrease and close line 7 in the amount of \$8,508.11 - CONTRACT HAS 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	\$1,113,636.00
B	Net \$ change for previous Change Orders	\$501,500.00
C	Current contract amount (A + B)	\$1,615,136.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$206,184.07)
E	New contract amount (C + D)	\$1,408,951.93
F	Percent of current contract value this Change Order represents (D / C)	-12.77%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	26.52%
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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below: _____	

cdk	4208	Mar 15, 2023	<i>cdk</i>	Mar 15, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer		Date	Procurement Officer	Date
				3/22/23