



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date:

Mar 23, 2023

MinuteTraq (IQM2) ID #:

23-1312

Consent
HS 4/4
CB 4/11

Purchase Order #: 6328-0001 SERV	Original Purchase Order Date: Feb 28, 2023	Change Order #: 1	Department: DuPage Care Center
Vendor Name: SpotOn Enterprises			Vendor #: 41343
Dept Contact: Mario Plata			
Background and/or Reason for Change Order Request:	This contract purchase order is for Point of Sale System for the DuPage Care Center Dining Services and other cafe's on County Campus, for a three (3) one (1) year period March 1, 2023 through February 28, 2026, for a total contract not to exceed \$47,713.45, per bid #23-002-DCC. SpotOn Enterprises has made changes to the original contract agreement, which has been reviewed and approved by DuPage County's State's Attorney's Office. (NOTE: PO 6328-0001 has not been released to the vendor. After this Change Order has been approved by Human Services Committee and County Board, Procurement will execute the contract and release the Purchase Order)		
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	\$47,713.45
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$47,713.45
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$47,713.45
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%
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:

SpotOn Enterprises has made changes to the original contract agreement, which has been reviewed and approved by the State's Attorney's Office

cdk	4208	Mar 23, 2023		Mar 23, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	3/24/23