

Consent
FI/CB 6/13



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 6, 2023

MinuteTraq (IQM2) ID #:

Purchase Order #: 5504-0001 SERV	Original Purchase Order Date: Dec 1, 2021	Change Order #: 1	Department: Finance
Vendor Name: Mesirow Insurance Services Inc.		Vendor #: 12104	Dept Contact: Jim Morrissy
Background and/or Reason for Change Order Request:	Decrease & Close PO		
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	\$207,150.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$207,150.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$31,072.00)
E	New contract amount (C + D)	\$176,078.00
F	Percent of current contract value this Change Order represents (D / C)	-15.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-15.00%

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:

JM	6116	Jun 6, 2023	KH	6193	Jun 6, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		