

Consent  
HS 8/15  
CB 8/22



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 27, 2023

MinuteTraq (IQM2) ID #: 23-2588

<b>Purchase Order #:</b> 5760-0001 SERV	<b>Original Purchase Order Date:</b> Apr 24, 2023	<b>Change Order #:</b> 1	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> Ecolab, Inc.	<b>Vendor #:</b> 10335		<b>Dept Contact:</b> Laundry
<b>Background and/or Reason for Change Order Request:</b>	laundry chemicals for the period 04/24/22 - 04/23/23 Decrease line 1, 1200-2030-52280, in the amount of \$7,728.95 Decrease line 3, 1200-2030-52280, in the amount of \$5,683.72 - contract expired		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (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	\$31,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$31,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$13,412.67)
E	New contract amount (C + D)	\$17,587.33
F	Percent of current contract value this Change Order represents (D / C)	-43.27%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-43.27%

**DECISION MEMO NOT REQUIRED**

- Cancel entire order
- Change budget code from: \_\_\_\_\_ to: \_\_\_\_\_
- Increase/Decrease quantity from: \_\_\_\_\_ to: \_\_\_\_\_
- Price shows: \_\_\_\_\_ should be: \_\_\_\_\_
- Close Contract
- Contract Extension (29 days)
- Consent Only
- 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	Jul 27, 2023			Jul 27, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	<i>MCW</i>	Procurement Officer	Date	8/2/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		