



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jan 4, 2024

MinuteTraq (IQM2) ID #:

Consent
HS 1/16
CB 1/23

Purchase Order #: 5957-0001 SERV	Original Purchase Order Date: Aug 13, 2022	Change Order #: 7	Department: Community Services
Vendor Name: DuPage Federation on Human Services Reform			Vendor #: 11348
Dept Contact: Karen Graczyk			
Background and/or Reason for Change Order Request:	Decrease and close line 1, 1000-1750-53040, in the amount of \$265.70 Decrease and close line 3, 1000-1150-53040, in the amount of \$460.00 Decrease and close line 5, 1000-1750-53040, in the amount of \$22,702.04 Contract expired 10/10/23		
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	\$45,000.00
B	Net \$ change for previous Change Orders	\$3,000.00
C	Current contract amount (A + B)	\$48,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$23,427.74)
E	New contract amount (C + D)	\$24,572.26
F	Percent of current contract value this Change Order represents (D / C)	-48.81%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-45.39%

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 \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
☐ OTHER - explain below:

KSF	6543	Jan 4, 2024	<i>AK</i>	6457	1/4/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>ACW</i>	Procurement Officer	Date	1/9/24
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		