

Consent
HS 4/4
CB 4/11



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 14, 2023

MinuteTraq (IQM2) ID #: 23-1268

Purchase Order #: 5664-0001 SERV	Original Purchase Order Date: Jan 12, 2022	Change Order #: 1	Department: DuPage Care Center
Vendor Name: Music Speaks		Vendor #: 20683	Dept Contact: Susan Coblentz
Background and/or Reason for Change Order Request:	decrease and close out line 1, 5000-2120-53090 in the amount of \$18,905.76 and line 2, 5000-2120-53090 in the amount of \$930.00 - 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
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B)
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease
E	New contract amount (C + D)
F	Percent of current contract value this Change Order represents (D / C)
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)
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 14, 2023		Mar 14, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Date
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	3/22/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	