



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 24, 2023

MinuteTraq (IQM2) ID #: 23-3483

<b>Purchase Order #:</b> 6169-0001 SERV	<b>Original Purchase Order Date:</b> Dec 1, 2022	<b>Change Order #:</b> 1	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> Valdes LLC		<b>Vendor #:</b> 36338	<b>Dept Contact:</b> Vinit Patel
<b>Background and/or Reason for Change Order Request:</b>	Furnish and deliver paper products (restroom, paper towels, etc) group 2 for the period 12/01/22 through 11/30/23. Decrease line 1, 1200-2035-52280 in the amount of \$36,000.00		
<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	\$98,808.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$98,808.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$36,000.00)
E	New contract amount (C + D)	\$62,808.00
F	Percent of current contract value this Change Order represents (D / C)	-36.43%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-36.43%
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:

cdk	4208	Oct 24, 2023	JC		Oct 24, 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