



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Fl only 4/9

Date: Mar 21, 2024

MinuteTraq (IQM2) ID #: 24-1070

<b>Purchase Order #:</b> 6519-0001 SERV	<b>Original Purchase Order Date:</b> Jul 17, 2023	<b>Change Order #:</b> 9	<b>Department:</b> Office Supply
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<b>Vendor Name:</b> Jeremy D. Meyer DBA American Toner & Ink	<b>Vendor #:</b> 39700	<b>Dept Contact:</b> Jim Morrissy
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<b>Background and/or Reason for Change Order Request:</b>	Increase Line 18 (1000-5900) - Circuit Court - in the amount of \$4,000. Based on the anticipated operational needs of the Courthouse, the Circuit Court will need to increase their service line amount to cover toner & ink purchases for FY2024.
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**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	\$13,000.00
B	Net \$ change for previous Change Orders	\$1,739.00
C	Current contract amount (A + B)	\$14,739.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$4,000.00
E	New contract amount (C + D)	\$18,739.00
F	Percent of current contract value this Change Order represents (D / C)	27.14%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	44.15%

**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 1000-5900-52200
- OTHER - explain below:

JM	6116	Mar 21, 2024	KH	6193	Mar 25, 2024
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