



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 17, 2023

MinuteTraq (IQM2) ID #: 23-3472

<b>Purchase Order #:</b> 5909-0001SERV	<b>Original Purchase Order Date:</b> Aug 5, 2022	<b>Change Order #:</b> 2	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> Alpha Baking Company		<b>Vendor #:</b> 38093	<b>Dept Contact:</b> Mario Plata
<b>Background and/or Reason for Change Order Request:</b>	Contract for assorted sliced bread, rolls and buns, for the period 08/05/22 through 08/04/23. Decrease and close line 5, 1200-2025-52210, in the amount of \$7,053.11 Decrease and close line 6, 1200-2100-52210, in the amount of \$5,004.00 - contract has 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 <span style="float: right;">\$66,000.00</span>
B	Net \$ change for previous Change Orders <span style="float: right;">(\$18,000.00)</span>
C	Current contract amount (A + B) <span style="float: right;">\$48,000.00</span>
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease <span style="float: right;">(\$12,057.11)</span>
E	New contract amount (C + D) <span style="float: right;">\$35,942.89</span>
F	Percent of current contract value this Change Order represents (D / C) <span style="float: right;">-25.12%</span>
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) <span style="float: right;">-45.54%</span>

**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 \_\_\_\_\_

OTHER - explain below:

cdk	4208	Oct 17, 2023	JC		Oct 17, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date