

Consent
PW 9/17
CB 9/24



Request for Change Order
Procurement Services Division
 Attach copies of all prior Change Orders

Date: Aug 26, 2024

MinuteTraq (IQM2) ID #: 24-2377

Purchase Order #: 6374-0001 SERV	Original Purchase Order Date: Apr 20, 2023	Change Order #: 1	Department: Facilities Management
Vendor Name: Hobart/ITW Food Equip. Group		Vendor #: 19211	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request: Decrease line 1 \$12,186.52, line 2 \$2,377.01 and close contract.			
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 \$25,000.00
B	Net \$ change for previous Change Orders \$0.00
C	Current contract amount (A + B) \$25,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease (\$14,563.53)
E	New contract amount (C + D) \$10,436.47
F	Percent of current contract value this Change Order represents (D / C) -58.25%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) -58.25%

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: _____

KB	5695	Aug 26, 2024	x6800
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials) Phone Ext Date

REVIEWED BY (Initials Only)

Buyer	Procurement Officer	
Date	Date	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Chairman's Office (Decision Memos Over \$25,000)	
Date	Date	Date