

Consent
FI/CB 6/13



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 5, 2023

MinuteTraq (IQM2) ID #:

Purchase Order #: 5513-0001 SERV	Original Purchase Order Date: Dec 1, 2021	Change Order #: 2	Department: Office Supply
Vendor Name: Veritiv Operating Company		Vendor #: 26763	Dept Contact: Gary Zidek
Background and/or Reason for Change Order Request:	Decrease and close Purchase Order 5513-0001 SERV, issued to Veritiv Operating Company for copy and bond paper.		
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	\$235,841.60
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$235,841.60
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$79,971.20)
E	New contract amount (C + D)	\$155,870.40
F	Percent of current contract value this Change Order represents (D / C)	-33.91%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-33.91%
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:	

GAZ	6207	Jun 5, 2023	KH	6193	Jun 5, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>dhc</i>	Procurement Officer	Date	6/5/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date		Chairman's Office (Decision Memos Over \$25,000)	Date	