



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 24, 2023

MinuteTraq (IQM2) ID #: 23-3485

|   |   |                          |                                       |
|---|---|--------------------------|---------------------------------------|
| <b>Purchase Order #:</b> 5893-0001 SERV                   | <b>Original Purchase Order Date:</b> Jun 29, 2022   | <b>Change Order #:</b> 1 | <b>Department:</b> DuPage Care Center |
| <b>Vendor Name:</b> Warehouse Direct                      |   | <b>Vendor #:</b> 10068   | <b>Dept Contact:</b> Vinit Patel      |
| <b>Background and/or Reason for Change Order Request:</b> | Hand soap and personal care items for the DuPage Care Center, for the period 06/29/22 through 06/28/24. Decrease line 4, 1200-2035-52280 in the amount of \$17,000.00 |                          |                                       |
| <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  | \$68,813.54   |
| B                 | Net \$ change for previous Change Orders   |               |
| C                 | Current contract amount (A + B)  | \$68,813.54   |
| D                 | Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease | (\$17,000.00) |
| E                 | New contract amount (C + D)  | \$51,813.54   |
| F                 | Percent of current contract value this Change Order represents (D / C)                                     | -24.70%       |
| G                 | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)                   | -24.70%       |

**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 24, 2023 | JC  |           | Oct 24, 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<br>(Decision Memos Over \$25,000) |           | Date         | Chairman's Office<br>(Decision Memos Over \$25,000) |           | Date         |