

Consent
HS 5/16
CB 5/23



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 2, 2023

MinuteTraq (IQM2) ID #: 23-1731

Purchase Order #: 5480-0001 SERV	Original Purchase Order Date: Nov 1, 2021	Change Order #: 2	Department: Community Services
Vendor Name: WellSky Corporation		Vendor #: 30141	Dept Contact: Julie Burdick
Background and/or Reason for Change Order Request:	Decrease by \$32,254.67 and close this PO.		
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	\$34,180.91
B	Net \$ change for previous Change Orders	\$33,840.00
C	Current contract amount (A + B)	\$68,020.91
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$32,254.67)
E	New contract amount (C + D)	\$35,766.24
F	Percent of current contract value this Change Order represents (D / C)	-47.42%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	4.64%
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:	

JB	6462	Sep 26, 2022			
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	5	2/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		