

consent  
HS 9/3  
CB 9/10



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 21, 2024

MinuteTraq (IQM2) ID #: 24-2309

<b>Purchase Order #:</b> 5893-0001 SERV	<b>Original Purchase Order Date:</b> Jun 29, 2022	<b>Change Order #:</b> 2	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> Warehouse Direct	<b>Vendor #:</b> 10068	<b>Dept Contact:</b> Vinit Patel	

**Background and/or Reason for Change Order Request:**

Hand soap and personal care items for the DuPage Care Center, for the period 06/29/22 through 06/28/24.  
 #1 Decrease and close line 1, 1200-2035-52280 in the amount of \$8,525.49  
 #2 Decrease and close line 3, 1200-2035-52280 in the amount of \$10,566.49  
 #3 Decrease and close line 4, 1200-2035-52280 in the amount of \$2,325.78 - CONTRACT EXPIRED

Decrease line 4, 1200-2035-52280 in the amount of \$17,000.00

**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	\$68,813.54
B	Net \$ change for previous Change Orders	(\$17,000.00)
C	Current contract amount (A + B)	\$51,813.54
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$21,417.76)
E	New contract amount (C + D)	\$30,395.78
F	Percent of current contract value this Change Order represents (D / C)	-41.34%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-55.83%

**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	Aug 21, 2024	JC	Aug 21, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Date

**REVIEWED BY (Initials Only)**

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