



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

Consent
 FI/CB 3/26

Date: Mar 6, 2024

MinuteTraQ (IQM2) ID #: _____

Purchase Order #: 6218-0001 SERV	Original Purchase Order Date: Dec 1, 2021	Change Order #: 10	Department: Finance
Vendor Name: Federal Express		Vendor #: 11196	Dept Contact: Jim Morrissy
Background and/or Reason for Change Order Request:	Decrease & close expired 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	\$40,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$40,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$21,150.35)
E	New contract amount (C + D)	\$18,849.65
F	Percent of current contract value this Change Order represents (D / C)	-52.88%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-52.88%

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:

JM	6116	Mar 6, 2024	KH	6193	Mar 6, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer
		3-7-2024
Chief Financial Officer	Date	Chairman's Office
(Decision Memos Over \$25,000)	Date	(Decision Memos Over \$25,000)