

Consent
FI+CB 1/9



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Dec 12, 2023

MinuteTraq (IQM2) ID #: 24-0139

Purchase Order #: 4305-0001 SERV	Original Purchase Order Date: Jan 6, 2020	Change Order #: 4	Department: Finance
Vendor Name: Baker Tilly US LLP	Vendor #: 13111		Dept Contact: Melanie Koga
Background and/or Reason for Change Order Request:	Decrease and close PO due to contract expiring.		
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 \$1,734,480.00
B	Net \$ change for previous Change Orders \$23,800.00
C	Current contract amount (A + B) \$1,758,280.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease (\$109,744.03)
E	New contract amount (C + D) \$1,648,535.97
F	Percent of current contract value this Change Order represents (D / C) -6.24%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) -4.96%
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:	

JM	6116	Dec 12, 2023	MK	6134	Dec 12, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>ACM</i>	Procurement Officer	Date	Dec 13, 2023
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		