

Consent
F1/CB 10/24



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 17, 2023

MinuteTraq (IQM2) ID #: 23-3403

Purchase Order #: 5630-0001 SERV	Original Purchase Order Date: Dec 1, 2021	Change Order #: 2	Department: State's Attorney
Vendor Name: DuPage Legal Aid Foundation		Vendor #: 22616	Dept Contact: Lisa Smith
Background and/or Reason for Change Order Request:	Decrease and close Purchase Order 5630-0001 SERV. Contract has expired.		
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	(\$12,046.50)
E	New contract amount (C + D)	\$27,953.50
F	Percent of current contract value this Change Order represents (D / C)	-30.12%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-30.12%

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	Oct 17, 2023	LAS	8206	Oct 18, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>llc</i>	Procurement Officer	Date	10/18/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date		Chairman's Office (Decision Memos Over \$25,000)	Date	