

JPS only 8/1



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 7, 2023

MinuteTraq (IQM2) ID #: 23-2338

Purchase Order #: 5562-0001 SERV	Original Purchase Order Date: Dec 1, 2021	Change Order #: 2	Department: Sheriff's Department
Vendor Name: Warehouse Direct, Inc.		Vendor #: 10068	Dept Contact: C. Zbilski
Background and/or Reason for Change Order Request:	PO expired. Decrease Purchase Order and Close 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	\$22,684.84
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$22,684.84
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$11,342.44)
E	New contract amount (C + D)	\$11,342.40
F	Percent of current contract value this Change Order represents (D / C)	-50.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-50.00%
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:

BJP	Jun 7, 2023	CZ	2122	Jul 5, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date	<i>DCD</i>	Procurement Officer	Jul 6, 2023
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	Date