

Consent  
HS 8/15  
CB 8/22



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 24, 2023

MinuteTraq (IQM2) ID #: 23-2593

<b>Purchase Order #:</b> 5909-0001SERV	<b>Original Purchase Order Date:</b> Aug 5, 2022	<b>Change Order #:</b> 1	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> Alpha Baking Company		<b>Vendor #:</b> 38093	<b>Dept Contact:</b> Mario Plata
<b>Background and/or Reason for Change Order Request:</b>	Contract for assorted sliced bread, rolls and buns, for the period 08/05/22 through 08/04/23. Decrease line 1, 1200-2025-52210, in the amount of \$6,189.36 (fy22) Decrease line 2, 1200-2100-52210, in the amount of \$4,340.00 (fy22) Decrease line 5, 1200-2025-52210, in the amount of \$3,810.64 (fy23) Decrease line 6, 1200-2100-52210, in the amount of \$3,660.00 (fy23) NOTE: this decrease will allow for Sysco Chicago, Inc. change order to increase with no increase to budget		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (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	\$66,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$66,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$18,000.00)
E	New contract amount (C + D)	\$48,000.00
F	Percent of current contract value this Change Order represents (D / C)	-27.27%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-27.27%

### 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			Jul 24, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
<b>REVIEWED BY (Initials Only)</b>				
Buyer	Date	<i>MCN</i>	Procurement Officer	Date 8/2/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date