

Consent  
 FI + CB 2/28



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

Date: Feb 13, 2025

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 6796-0001 SERV	<b>Original Purchase Order Date:</b> Dec 1, 2023	<b>Change Order #:</b> 7	<b>Department:</b> Finance
<b>Vendor Name:</b> Federal Express	<b>Vendor #:</b> 11196	<b>Dept Contact:</b> Jim Morrissy	
<b>Background and/or Reason for Change Order Request:</b>	Decrease and Close PO.		
<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	\$40,261.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$40,261.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$22,934.26)
E	New contract amount (C + D)	\$17,326.74
F	Percent of current contract value this Change Order represents (D / C)	-56.96%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-56.96%

**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**

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	Feb 14, 2025	KH	6193	Feb 13, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		