

HS 11/21
FI + CB 11/28



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Nov 2, 2023

MinuteTraQ (IQM2) ID #: 23-3684

Purchase Order #: 6330-0001 SERV	Original Purchase Order Date: Mar 1, 2023	Change Order #: 3	Department: DuPage Care Center
Vendor Name: Fox River Foods dba Performance Foodservice Chicago			Vendor #: 38749
			Dept Contact: Mario Plata
Background and/or Reason for Change Order Request:	Secondary Food Supplier and Chemicals, for the DuPage Care Center, for the period March 1, 2023 through February 29, 2024. Increase line 1, 1200-2025-52200, in the amount of \$15,000.00 Increase line 6, 1200-2025-52200, in the amount of \$5,000.00 to cover purchase through end of contract. NOTE: original decrease to this contract was to offset increase to Sysco Chicago for primary food line- this increase is for products of recyclable disposable products that Performance Food now has in stock and has a better pricing than Sysco Chicago's contract. NOTE: previous change orders to this contract were to decrease the food line to accommodate Sysco Chicago contract, approved in August, 2023)		
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	\$122,000.00
B	Net \$ change for previous Change Orders	(\$49,138.92)
C	Current contract amount (A + B)	\$72,861.08
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$20,000.00
E	New contract amount (C + D)	\$92,861.08
F	Percent of current contract value this Change Order represents (D / C)	27.45%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-23.88%

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	Nov 2, 2023	JC		Nov 2, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
			<i>MCA</i>		11/14/23
Buyer		Date	Procurement Officer		Date