

HS 8/15
F1+CB 8/22



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 24, 2023

MinuteTraq (IQM2) ID #: 23-2573

Purchase Order #: 6111-0001	Original Purchase Order Date: Dec 1, 2022	Change Order #: 2	Department: DuPage Care Center
Vendor Name: Sysco Chicago Inc.	Vendor #: 10555	Dept Contact: Mario Plata	
Background and/or Reason for Change Order Request:	Primary food supplies and chemicals for the period 12/01/22 through 11/30/23 Increase contract in the amount of \$270,210.00 to cover purchases through the end of the contract of November 30, 2023. Increase 1200-2025-52210 in the amount of \$197,800.00 Increase 1200-2100-52200 in the amount of \$12,410.00 Increase 1200-2100-52210 in the amount of \$60,000.00		
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 \$869,168.00
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B) \$869,168.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease \$270,210.00
E	New contract amount (C + D) \$1,139,378.00
F	Percent of current contract value this Change Order represents (D / C) 31.09%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) 31.09%

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 change orders to decrease

OTHER - explain below: _____

cdk	4208	Jul 24, 2023	JC	Jul 24, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date			8/2/23 Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date