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

Date: Nov 22, 2024

MinuteTraq (IQM2) ID #: NA

Purchase Order #: 6516SERV	Original Purchase Order Date: Jun 27, 2023	Change Order #: 7	Department: Public Works	
Vendor Name: CDW LLC		Vendor #: 10667	Dept Contact: Drew Cormican	

Background and/or Reason for Change Order Request:	Decrease contract expiration from February 28, 2025 to December 9, 2024. No change in contract total.

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	$35,000.00
B	Net $ change for previous Change Orders	$2,499.00
C	Current contract amount (A + B)	$37,499.00
D	Amount of this Change Order ☐ Increase ☐ Decrease	
E	New contract amount (C + D)	$37,499.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	7.14%

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:

Prepared By (Initials)	Phone Ext	Date 11/22/24	Recommended for Approval (Initials) Phone Ext Date 11/22/2024

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date 11/26/2024
Chief Financial Officer (Decision Memos Over $25,000)	Date	Chairman's Office (Decision Memos Over $25,000)	Date