



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
FI + CB 2/13

Date: Jan 31, 2024

MinuteTraq (IQM2) ID #: 24-0598

| | | | |
|--|---|--------------------------|--|
| Purchase Order #: 5648-0001 SERV | Original Purchase Order Date: Jun 1, 2022 | Change Order #: 8 | Department: Human Resources |
| Vendor Name: Casco International D/B/A C.A. Short Company | | Vendor #: 27908 | Dept Contact: Christine Clevenger |
| Background and/or Reason for Change Order Request: | Decrease and close contract. Contract expired May 31, 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 |
| B | Net \$ change for previous Change Orders |
| C | Current contract amount (A + B) |
| D | Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease |
| E | New contract amount (C + D) |
| F | Percent of current contract value this Change Order represents (D / C) |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) |

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 \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below: _____

| | | | | | |
|---|-----------|---|-------------------------------------|-----------|-------------|
| | 6251 | Feb 5, 2024 | | 6228 | Feb 5, 2024 |
| Prepared By (Initials) | Phone Ext | Date | Recommended for Approval (Initials) | Phone Ext | Date |
| REVIEWED BY (Initials Only) | | | | | |
| Buyer | Date | Procurement Officer | Date | 2/5/24 | |
| Chief Financial Officer (Decision Memos Over \$25,000) | Date | Chairman's Office (Decision Memos Over \$25,000) | Date | | |