



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 18, 2023

MinuteTraq (IQM2) ID #: 23-3473

Purchase Order #: 5908-0001 SERV	Original Purchase Order Date: Jul 30, 2022	Change Order #: 2	Department: DuPage Care Center
Vendor Name: American Bottling Company dba Keurig Dr. Pepper		Vendor #: 29088	Dept Contact: Mario Plata
Background and/or Reason for Change Order Request:	This contract purchase order is to provide canned, bottled beverages & Fountain, for the DuPage Care Center, and Cafes on County campus, for the period 07/30/22 through 07/29/23. Decrease and close line 6, 1200-2100-52210, in the amount of \$10,072.04 - contract expired.		
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	\$50,900.00
B	Net \$ change for previous Change Orders	(\$23,300.00)
C	Current contract amount (A + B)	\$27,600.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$10,072.04)
E	New contract amount (C + D)	\$17,527.96
F	Percent of current contract value this Change Order represents (D / C)	-36.49%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-65.56%
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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

cdk	4208	Oct 18, 2023	JC	Oct 18, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	