

Consent
HS 1/20
CB 1/27



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

Date: Dec 23, 2025

MinuteTraq (IQM2) ID #: 26-0223

Purchase Order #: 7041-0001 SERV	Original Purchase Order Date: Nov 8, 2022	Change Order #: 6	Department: DuPage Care Center
Vendor Name: The Home Depot	Vendor #: 11219	Dept Contact: Vinit Patel	

Background and/or Reason for Change Order Request:
 Furnish and deliver housekeeping and cleaning supplies for the period 11/08/22 - 10/31/25
 #1 Decrease and close line #1, 1200-2035-52280 in the amount of \$29,207.03
 #2 Decrease and close line #2, 1200-2035-52280 in the amount of \$14.77
 #3 Decrease and close line #3, 1200-2030-52280 in the amount of \$136.42
 #4 Decrease and close line #4, 1200-2030-52280 in the amount of \$311.34
 #5 Decrease and close line #5, 1200-2035-52200 in the amount of \$430.53
 #6 Decrease and close line #6, 1200-2035-52000 in the amount of \$1,297.28 - CONTRACT HAS 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	\$161,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$161,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$31,397.37)
E	New contract amount (C + D)	\$129,602.63
F	Percent of current contract value this Change Order represents (D / C)	-19.50%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-19.50%

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	Dec 23, 2025	CDK _____	4208	Dec 23, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

Buyer _____	Date _____	Procurement Officer	Date <u>1/7/2026</u>
Chief Financial Officer (Decision Memos Over \$25,000)	Date _____	Chairman's Office (Decision Memos Over \$25,000)	Date _____