

Consent
FI/CB 6/13



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 15, 2023

MinuteTraq (IQM2) ID #: 23-1894

Purchase Order #: 4829-0001	Original Purchase Order Date: Jun 1, 2020	Change Order #: 2	Department: State's Attorney
Vendor Name: The Sotos Law Firm, P.C.		Vendor #: 32531	Dept Contact: Lisa Smith
Background and/or Reason for Change Order Request:	Decrease & Close PO.		
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	\$150,000.00
B	Net \$ change for previous Change Orders	\$140,000.00
C	Current contract amount (A + B)	\$290,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$41,709.28)
E	New contract amount (C + D)	\$248,290.72
F	Percent of current contract value this Change Order represents (D / C)	-14.38%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	65.53%

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: _____

JM	6116	May 15, 2023	LAS	8206	May 16, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	MCW <i>MCW</i>	Procurement Officer	Date	May 31, 2023
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date	