



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 24, 2023

MinuteTraq (IQM2) ID #: 23-3482

<b>Purchase Order #:</b> 6118-0001 SERV	<b>Original Purchase Order Date:</b> Nov 8, 2022	<b>Change Order #:</b> 1	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> The Home Depot		<b>Vendor #:</b> 11219	<b>Dept Contact:</b> Vinit Patel
<b>Background and/or Reason for Change Order Request:</b>	Furnish and deliver housekeeping and cleaning supplies for the period 11/08/22 - 10/31/25 Decrease line 5, 1200-2035-52280 in the amount of \$28,000.00		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (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	\$189,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$189,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$28,000.00)
E	New contract amount (C + D)	\$161,000.00
F	Percent of current contract value this Change Order represents (D / C)	-14.81%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-14.81%

**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	Oct 24, 2023	JC		Oct 24, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date