

Dev Only 10/17



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 29, 2023

MinuteTraq (IQM2) ID #: 23-3214

<b>Purchase Order #:</b> 5653-0001 SERV	<b>Original Purchase Order Date:</b> Jan 18, 2022	<b>Change Order #:</b> 1	<b>Department:</b> Building & Zoning
<b>Vendor Name:</b> County Court Reporters		<b>Vendor #:</b> 11173	<b>Dept Contact:</b> Marla Flynn
<b>Background and/or Reason for Change Order Request:</b>	To decrease and close remaining encumbrance on contract. Contract expired 12/23/2022.		
<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	\$22,350.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$22,350.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$10,777.00)
E	New contract amount (C + D)	\$11,573.00
F	Percent of current contract value this Change Order represents (D / C)	-48.22%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-48.22%
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:	

MF Prepared By (Initials)	X6789 Phone Ext	Sep 29, 2023 Date	MF Recommended for Approval (Initials)	X6789 Phone Ext	Sep 29, 2023 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