

Consent
FI 8/8
+CB



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 20, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6353	Original Purchase Order Date: Apr 12, 2023	Change Order #: 3	Department: Finance
Vendor Name: ODP		Vendor #: 39549	Dept Contact: Gary Zidek
Background and/or Reason for Change Order Request:	To align with current fiscal year (23), change expiration date from 4/11/2024 to 11/30/2023. Decrease contract total by (\$240,980.00) from \$292,000.00 to \$51,020.00. See attached spreadsheet for department totals.		
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	\$292,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$292,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$240,980.00)
E	New contract amount (C + D)	\$51,020.00
F	Percent of current contract value this Change Order represents (D / C)	-82.53%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-82.53%
DECISION MEMO NOT REQUIRED		

- Cancel entire order
- Close Contract
- Contract Extension (29 days)
- Consent Only
- Change budget code from: _____ to: _____
- Increase/Decrease quantity from: 292,000 to: 51,020.00
- 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:

gz	6207	Jul 20, 2023	X		7/20/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date		Procurement Officer	Date	7/31/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		

ODP BUSINESS SOLUTIONS
PO# 6353 - CHANGE ORDER #3

No	Department	Budget Code	Decrease/Increase	New PO Amount
1	County Board	1000-1001-52200	\$2,600.00	\$900.00
2	Circuit Court (6700)		\$7,500.00	\$0.00
3	Circuit Court (5900)		\$12,500.00	\$0.00
4	Public Defender	1000-6300-52200	\$5,000.00	\$2,500.00
5	Jury Commission		\$7,500.00	\$0.00
6	Sheriff (4400)		\$24,000.00	\$0.00
7	Merit Commission		\$400.00	\$0.00
8	States Attorney		\$2,400.00	\$0.00
9	Coroner		\$10,000.00	\$0.00
10	Office of Emergency Mgmt.	1000-1900-52200	\$2,000.00	\$1,000.00
11	Probation		\$10,500.00	\$0.00
12	Auditor	1000-4000-52200	\$350.00	\$500.00
13	Regional Office of Education	1000-5700-52200	\$8,150.00	\$1,850.00
14	Supervisor of Assessment	1000-1800-52200	\$2,350.00	\$150.00
15	County Clerk		\$7,000.00	\$0.00
16	Treasurer		\$1,000.00	\$0.00
17	Recorder		\$7,500.00	\$0.00
18	Community Services	1000-1750-52200	\$1,500.00	\$1,000.00
19	Facilities	1000-1100-52200	\$4,500.00	\$3,000.00
20	Information Technology	1000-1110-52200	\$1,400.00	\$900.00
21	Human Resources	1000-1120-52200	\$2,500.00	\$2,000.00
22	Security	1000-1130-52200	\$1,000.00	\$1,000.00
23	Finance	1000-1150-52200	\$42,450.00	\$25,000.00
24	Election Commission		\$5,000.00	\$0.00
25	Building and Zoning		\$7,500.00	\$0.00
26	Animal Control	1100-1300-52200	\$7,200.00	\$300.00
27	Care Center	1200-2000-52200	\$14,100.00	\$900.00
28	Law Library		\$2,000.00	\$0.00
29	Transportation	1500-3500-52200	\$3,500.00	\$500.00
30	Stormwater	1600-3000-52200	\$1,850.00	\$150.00
31	Public Works	2000-2665-52200	\$7,200.00	\$1,800.00
32	ETSB		\$2,500.00	\$0.00
33	LiHeap	5000-1420-52200	\$4,240.00	\$760.00
35	Community Development	5000-1440-52200	\$1,380.00	\$120.00
36	CSBG	5000-1650-52200	\$900.00	\$100.00
37	Workforce	5000-2840-52200	\$6,200.00	\$3,800.00
38	Seniors	5000-1720-52200	\$1,710.00	\$290.00
39	VAC	4500-5851-52200	\$2,500.00	\$500.00

\$51,020.00