

consent
PW 8/1
CB 8/8



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 10, 2023

MinuteTraq (IQM2) ID #: N/A

| | | | |
|--------------------------------------------|-------------------------------------------|-------------------|-------------------------------|
| Purchase Order #: 5707SERV | Original Purchase Order Date: Apr 1, 2022 | Change Order #: 2 | Department: Public Works |
| Vendor Name: Univar USA, Inc | Vendor #: 12464 | | Dept Contact: Sandra Martinez |
| Reason for Change Order Request: | Decrease and close contract | | |
| 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 | \$40,000.00 |
| B | Net \$ change for previous Change Orders Change Order 1 to Change Order _____ | \$0.00 |
| C | Current contract amount (A + B) | \$40,000.00 |
| D | Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease | (\$14,446.09) |
| E | New contract amount (C + D) | \$25,553.91 |
| F | Percent of current contract value this Change Order represents (D / C) | -36.12% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | -36.12% |

DECISION MEMO NOT REQUIRED

- Cancel entire order
- Change budget code from: _____ to: _____
- Increase/decrease quantity from: _____ to: _____
- Prices shows: _____ should be: _____
- Decrease remaining encumbrance and close contract Increase encumbrance and close contract Decrease encumbrance

DECISION MEMO REQUIRED

- Increase/decrease contract expiration from: _____ to: _____
- Increase equal to or greater than \$2,500.00, or equal to or greater than 10%, of current contract amount
- OTHER - explain below: _____

| | | | | | |
|------------------------|-----------|---------|-------------------------------------|-----------|---------|
| <i>[Signature]</i> | x6800 | 7/18/23 | <i>[Signature]</i> | x6800 | 7/18/23 |
| Prepared By (Initials) | Phone Ext | Date | Recommended for Approval (Initials) | Phone Ext | Date |

REVIEWED BY (Initials Only)

| | | | |
|-----------------------------------------------------------|------|-----------------------------------------------------|------|
| Buyer <i>[Signature]</i> | Date | Procurement Officer | Date |
| Chief Financial Officer (Decision Memos Over \$25,000) | Date | Chairman's Office (Decision Memos Over \$25,000) | Date |