



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

AS 9/19
F/ICB 9/26

Date: Aug 25, 2023

MinuteTraq (IQM2) ID #:

Purchase Order #: 6434-0001 SERV	Original Purchase Order Date: Jun 22, 2023	Change Order #: 1	Department: Animal Services
Vendor Name: Hill's Pet Nutrition		Vendor #: 11778	Dept Contact: Kristie Lecaros
Background and/or Reason for Change Order Request:	Add funds in the amount of \$8,700.00 to FY23 contract line 1 to allow for payment of existing invoices and estimated pet food expenses for the remainder of FY23.		
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	\$23,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$23,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$8,700.00
E	New contract amount (C + D)	\$31,700.00
F	Percent of current contract value this Change Order represents (D / C)	37.83%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	37.83%

DECISION MEMO NOT REQUIRED

- Cancel entire order
- Change budget code from: _____ to: _____
- Increase/Decrease quantity from: _____ to: _____
- Price shows: _____ should be: _____
- Decrease remaining encumbrance and close contract
- Close Contract
- Contract Extension (29 days)
- Consent Only
- Increase encumbrance and close contract
- Decrease encumbrance
- Increase encumbrance

DECISION MEMO REQUIRED

- Increase (greater than 29 days)/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:

KAL	2803	Aug 25, 2023	<i>AKJ</i>	2806	08/28/2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>AKJ</i>	Procurement Officer	Date	9/7/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		