



Request for Change Order
Procurement Services Division
 Attach copies of all prior Change Orders

consent
 JPS 6/18
 OB 6/25

Date: Jun 6, 2024

MinuteTraq (IQM2) ID #: _____

| | | | |
|---|---|-----------------------------------|------------------------------------|
| Purchase Order #: 6184-0001-SERV | Original Purchase Order Date: Dec 14, 2022 | Change Order #: 2 | Department: States Attorney |
| Vendor Name: DuPage Legal Aid Foundation | Vendor #: 22616 | Dept Contact: Robin Bolton | |

Background and/or Reason for Change Order Request: Decrease and close PO due to contract expiring

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 | \$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 | (\$34,520.50) |
| E | New contract amount (C + D) | \$5,479.50 |
| F | Percent of current contract value this Change Order represents (D / C) | -86.30% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | -86.30% |

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:

| | | | | | |
|------------------------|------------|-------------------|-------------------------------------|------------|-------------------|
| NS _____ | 8016 _____ | Jun 6, 2024 _____ | RB _____ | 8146 _____ | Jun 6, 2024 _____ |
| Prepared By (Initials) | Phone Ext | Date | Recommended for Approval (Initials) | Phone Ext | 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 | | |