

FI/ CB 6/13



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 24, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 3402	Original Purchase Order Date: Oct 1, 2018	Change Order #: 1	Department: Finance
Vendor Name: Canon Solutions America, Inc.		Vendor #: 10216	Dept Contact: Jim Morrissy
Background and/or Reason for Change Order Request:	1. Extend contract end date from 9/30/23 to 3/31/24 to provide ample time to evaluate bidder's responses. 2. Increase total contract lifetime amount by 10.31% from \$1,434,498.00 to \$1,582,460.00 by adding \$147,962.00 to original amount. Pricing page for agreement attached.		
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	\$1,434,498.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$1,434,498.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$147,962.00
E	New contract amount (C + D)	\$1,582,460.00
F	Percent of current contract value this Change Order represents (D / C)	10.31%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	10.31%

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: Sep 30, 2023 to: Mar 31, 2024

Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source _____

OTHER - explain below: _____

NE	6166	May 24, 2023	X		5-30-23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	<i>MC</i>	Procurement Officer	Date <u>6/1/23</u>
Chief Financial Officer (Decision Memos Over \$25,000)		Date		Chairman's Office (Decision Memos Over \$25,000)	Date