

CONSENT  
HS 4/7  
CB 4/14



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Feb 24, 2026

MinuteTraq (IQM2) ID #: 26-0863

<b>Purchase Order #:</b> 7308-0001 SERV	<b>Original Purchase Order Date:</b> Sep 25, 2024	<b>Change Order #:</b> 2	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> McMahon Food Corporation	<b>Vendor #:</b> 44693		<b>Dept Contact:</b> Mario Plata
<b>Background and/or Reason for Change Order Request:</b>	provide fluid dairy for the DPCC residents, cafeteria and cafes' located on County Campus for the period 09/25/24 through 09/24/25. #1 Decrease and close line 1, 1200-2025-52210 in the amount of \$7,500.00 #2 Decrease and close line 2, 1200-2025-52210 in the amount of \$6,679.77 - contract has expired.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (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 <span style="float: right;">\$30,000.00</span>
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B) <span style="float: right;">\$30,000.00</span>
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease <span style="float: right;">(\$14,179.77)</span>
E	New contract amount (C + D) <span style="float: right;">\$15,820.23</span>
F	Percent of current contract value this Change Order represents (D / C) <span style="float: right;">-47.27%</span>
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) <span style="float: right;">-47.27%</span>

**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:

CDK _____	4208	Feb 24, 2026	CDK _____	4208	Feb 24, 2026
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer _____	Date _____			Procurement Officer _____	Date <u>3/3/2026</u>
Chief Financial Officer _____ (Decision Memos Over \$25,000)	Date _____	Chairman's Office _____ (Decision Memos Over \$25,000)		Date _____	