

Consent
JPS 10/3
CB 10/10



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

Date: September 22, 2023

MinuteTraq (IQM2) ID #: 23-3120

Purchase Order #: 3727-0001 SERV	Original Purchase Order Date: Dec. 01, 2018	Change Order #: 1	Department: Law Library
Vendor Name: West Thomson Reuters		Vendor #: 11169	Dept Contact: Katherine Thompson
Background and/or Reason for Change Order Request:	Contract has expired. Decrease and close PO.		
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	\$198,324.51
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$198,324.51
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$12,207.20)
E	New contract amount (C + D)	\$186,117.31
F	Percent of current contract value this Change Order represents (D / C)	-6.16%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-6.16%
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	
<input type="checkbox"/>	Increase (greater than 29 days) contract expiration from: _____ to: _____
<input type="checkbox"/>	Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____
<input type="checkbox"/>	OTHER - explain below:

KT <u>KT</u>	8788	Sep 22, 2023	SA <u>SA</u>	8888	Sep 22, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer <u>DCW</u>		Date	9/25/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		