

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 #: 26-0864

Purchase Order #: 7345-0001 SERV	Original Purchase Order Date: Dec 1, 2024	Change Order #: 3	Department: DuPage Care Center
Vendor Name: Sysco Chicago, Inc.	Vendor #: 10555	Dept Contact: Dining Services	
Background and/or Reason for Change Order Request:	Contract to provide primary food, supplies and chemicals for the period 12/01/24 through 11/30/25. #1 Decrease and close line 1, 1200-2025-52200 in the amount of \$9,460.52 #2 Decrease and close line 2, 1200-2025-52210 in the amount of \$31,438.38 #3 Decrease and close line 3, 1200-2025-52280 in the amount of \$1,795.31 #4 Decrease and close line 4, 2100-2025-52200 in the amount of \$4,918.40 #5 Decrease and close line 5, 2100-2025-52210 in the amount of \$12,810.14 #6 Decrease and close line 6, 2100-2025-52280 in the amount of \$261.62 - contract has expired.		
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	\$1,297,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$1,297,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$60,684.37)
E	New contract amount (C + D)	\$1,236,315.63
F	Percent of current contract value this Change Order represents (D / C)	-4.68%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-4.68%

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
REVIEWED BY (Initials Only)					
Buyer _____	Date _____	Procurement Officer	Date <u>3/3/2026</u>		
Chief Financial Officer _____	Date _____	Chairman's Office _____	Date _____		
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)			