

Consent
HS 5/6
OB 5/13



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 10, 2025

MinuteTraq (IQM2) ID #: 25-1071

| | | | |
|---|--|--------------------------|---------------------------------------|
| Purchase Order #: 6921-0001 SERV | Original Purchase Order Date: Mar 1, 2024 | Change Order #: 4 | Department: DuPage Care Center |
| Vendor Name: Performance Foodservice | | Vendor #: 38749 | Dept Contact: Mario Plata |
| Background and/or Reason for Change Order Request: | Contract PO for secondary food, supplies & chemicals for the period 03/01/24 through 02/28/25. #1 Decrease and close line 4, 1200-2025-52200 in the amount of \$3,877.44 #2 Decrease and close line 5, 1200-2025-52210 in the amount of \$13,592.01 #3 Decrease and close line 6, 1200-2100-52210 in the amount of \$6.69 | | |
| 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 | \$63,000.00 |
| B | Net \$ change for previous Change Orders | |
| C | Current contract amount (A + B) | \$63,000.00 |
| D | Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease | (\$17,476.14) |
| E | New contract amount (C + D) | \$45,523.86 |
| F | Percent of current contract value this Change Order represents (D / C) | -27.74% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | -27.74% |

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 \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below:

| | | | | | |
|---|-----------|--------------|---|-----------|--------------|
| cdk | 4208 | Apr 10, 2025 | JC | 4202 | Apr 10, 2025 |
| 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 |