

Consent
FI+OB 2/28



Request for Change Order
Procurement Services Division

Attach copies of all prior Change Orders

Date: Feb 13, 2025

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6413-0001 SERV	Original Purchase Order Date: Jun 1, 2023	Change Order #: 9	Department: Finance
Vendor Name: CA Short Company		Vendor #: 27908	Dept Contact: Jim Morrissy
Background and/or Reason for Change Order Request: 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	\$44,777.00
B	Net \$ change for previous Change Orders	\$2,921.00
C	Current contract amount (A + B)	\$47,698.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$18,963.55)
E	New contract amount (C + D)	\$28,734.45
F	Percent of current contract value this Change Order represents (D / C)	-39.76%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-35.83%

DECISION MEMO NOT REQUIRED			
<input type="checkbox"/> Cancel entire order	<input type="checkbox"/> Close Contract	<input type="checkbox"/> Contract Extension (29 days)	<input type="checkbox"/> Consent Only
<input type="checkbox"/> Change budget code from: _____ to: _____			
<input type="checkbox"/> Increase/Decrease quantity from: _____ to: _____			
<input type="checkbox"/> Price shows: _____ should be: _____			
<input checked="" type="checkbox"/> Decrease remaining encumbrance and close contract	<input type="checkbox"/> Increase encumbrance and close contract	<input type="checkbox"/> Decrease encumbrance	<input type="checkbox"/> Increase encumbrance

DECISION MEMO REQUIRED	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	<input type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____
<input type="checkbox"/> OTHER - explain below: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	

JM	6116	Feb 14, 2025	KH	6193	Feb 13, 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		