



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 7, 2023

MinuteTraq (IQM2) ID #: 23-3012

Purchase Order #: 6328-0001 SERV	Original Purchase Order Date: Mar 1, 2023	Change Order #: 5	Department: DuPage Care Center
Vendor Name: SpotOn Transact, LLC		Vendor #: 41343	Dept Contact: Mario Plata/Diane Borske
Background and/or Reason for Change Order Request:	Point of Sale System for the DuPage Care Center Dining Services and other cafes on County Campus, for the period March 1, 2023 through February 28, 2026 #1 create and increase line 6, 1200-2100-53808 in the amount of \$ 8,600.00 (FY23) #2 create and increase line 7, 1200-2100-53808 in the amount of \$20,400.00 (FY24) #3 create and increase line 8, 1200-2100-53808 in the amount of \$20,400.00 (FY25) #4 create and increase line 8, 1200-2100-53808 in the amount of \$ 5,100.00 (FY26)		
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	\$47,713.45
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$47,713.45
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$54,500.00
E	New contract amount (C + D)	\$102,213.45
F	Percent of current contract value this Change Order represents (D / C)	114.22%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	114.22%
DECISION MEMO NOT REQUIRED		

- ☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only
☒ Change budget code from: see above to: see above
☐ 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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: to:	
<input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source	
<input type="checkbox"/> OTHER - explain below:	

cdk	4208	Sep 7, 2023	jlc	4202	Sep 7, 2023
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