

Consent  
HS 8/15  
CB 8/22



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

Date: Aug 1, 2023

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 5888	<b>Original Purchase Order Date:</b> Jul 1, 2022	<b>Change Order #:</b> 4	<b>Department:</b> Community Development
<b>Vendor Name:</b> BENEVATE INC dba NEIGHBORLY SOFTWARE		<b>Vendor #:</b> 37839	<b>Dept Contact:</b> AMISH KADAKIA
<b>Background and/or Reason for Change Order Request:</b>	Contract expired with unspent balance. Decrease remaining contract balance and close contract.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (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	\$45,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$45,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$15,400.00)
E	New contract amount (C + D)	\$29,600.00
F	Percent of current contract value this Change Order represents (D / C)	-34.22%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-34.22%

**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: \_\_\_\_\_

AK	6605	Aug 1, 2023	<i>MS</i>	6457	8/1/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	<i>AKC</i>	Procurement Officer	Date	8/3/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date		Chairman's Office (Decision Memos Over \$25,000)	Date	