

Consent  
TEC 2/6  
CB 2/13



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

Date: Jan 17, 2024

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

<b>Purchase Order #:</b> 4216-0001-SERV	<b>Original Purchase Order Date:</b> Dec 1, 2019	<b>Change Order #:</b> 3	<b>Department:</b> IT
<b>Vendor Name:</b> CDW Government, Inc.	<b>Vendor #:</b> 10667		<b>Dept Contact:</b> Joe Hamlin
<b>Background and/or Reason for Change Order Request:</b>	PO expired. Decrease and close PO.		
<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 <span style="float: right;">\$2,917,480.62</span>
B	Net \$ change for previous Change Orders <span style="float: right;">(\$1,282.58)</span>
C	Current contract amount (A + B) <span style="float: right;">\$2,916,198.04</span>
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease <span style="float: right;">(\$1,944,987.08)</span>
E	New contract amount (C + D) <span style="float: right;">\$971,210.96</span>
F	Percent of current contract value this Change Order represents (D / C) <span style="float: right;">-66.70%</span>
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) <span style="float: right;">-66.71%</span>

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

SJG	5037	Jan 17, 2024	<u>ALM</u> <small>ALM</small>	5005	01/19/2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	<u>ALM</u> Procurement Officer		Date	1/22/24
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date	