



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Consent  
FI+CB 419

Date: Apr 1, 2024

MinuteTraQ (IQM2) ID #: 24-1157

<b>Purchase Order #:</b> 5631-0001 SERV	<b>Original Purchase Order Date:</b> Dec 1, 2021	<b>Change Order #:</b> 2	<b>Department:</b> State's Attorney
<b>Vendor Name:</b> The Sotos Law Firm, P.C.		<b>Vendor #:</b> 34932	<b>Dept Contact:</b> Lisa Smith

**Background and/or Reason for Change Order Request:** Decrease and close PO - contract has expired.

**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	\$200,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$200,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$162,894.00)
E	New contract amount (C + D)	\$37,106.00
F	Percent of current contract value this Change Order represents (D / C)	-81.45%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-81.45%

**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:

\_\_\_\_\_

JM	X6116	Apr 1, 2024	LS	8206	Apr 2, 2024
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

4-2-24