

consent  
F1+CB 10/22



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 2, 2024

MinuteTraq (IQM2) ID #: 24-2711

<b>Purchase Order #:</b> 3402-0001 SERV	<b>Original Purchase Order Date:</b> Oct 1, 2018	<b>Change Order #:</b> 10	<b>Department:</b> Finance
<b>Vendor Name:</b> Canon Solutions America, Inc		<b>Vendor #:</b> 10216	<b>Dept Contact:</b>
<b>Background and/or Reason for Change Order Request:</b>	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	\$1,434,498.00
B	Net \$ change for previous Change Orders	\$147,962.00
C	Current contract amount (A + B)	\$1,582,460.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$100,914.93)
E	New contract amount (C + D)	\$1,481,545.07
F	Percent of current contract value this Change Order represents (D / C)	-6.38%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	3.28%

### 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  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☐ Funding Source \_\_\_\_\_

☐ OTHER - explain below:

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JM	6116	Oct 2, 2024	KH	6193	Oct 4, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer		Date	Chairman's Office		Date
(Decision Memos Over \$25,000)		Date	(Decision Memos Over \$25,000)		Date