

EDC 4/18
CB 4/25



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: 3/30/23

MinuteTraq (IQM2) ID #:

Purchase Order #: 5234	Original Purchase Order Date: Jul 1, 2021	Change Order #: 5	Department: Human Resources-WOOD
Vendor Name: Carol Stream Chamber of Commerce		Vendor #: 33198	Dept Contact: Lisa Schwach/Jamie Brown
Background and/or Reason for Change Order Request:	Increase Line 3 by \$41,254.00 and extend the contract to 6/30/2025.		
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	\$41,254.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$41,254.00
D	Amount of this Change Order ☒ Increase ☐ Decrease	\$41,254.00
E	New contract amount (C + D)	\$82,508.00
F	Percent of current contract value this Change Order represents (D / C)	100.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	100.00%

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: Jun 30, 2023 to: Jun 30, 2025
- ☒ Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount ☐ Funding Source 5000 2840
- ☐ OTHER - explain below:

LS	3/30/23	[Redacted]	3/30/23
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