

Consent  
PW 4/18  
CB 4/25



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 23, 2023

MinuteTraQ (IQM2) ID #: 23-1364

<b>Purchase Order #:</b> 5053-1 SERV	<b>Original Purchase Order Date:</b> Nov 18, 2020	<b>Change Order #:</b> 1	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Warehouse Direct Inc		<b>Vendor #:</b> 10068	<b>Dept Contact:</b> Katie Boffa
<b>Background and/or Reason for Change Order Request:</b>	Change order to contract to furnish and deliver repair parts for janitorial cleaning equipment and Host cleaning products to decrease line 1 \$15,000.00, line 2 \$9,760.00 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	\$25,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$25,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$24,760.00)
E	New contract amount (C + D)	\$240.00
F	Percent of current contract value this Change Order represents (D / C)	-99.04%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-99.04%

**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:

\_\_\_\_\_

Signature on file

KB	5695	Mar 23, 2023	10068	4/2/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
<b>REVIEWED BY (Initials Only)</b>				
Buyer	Date	<i>MCB</i>	Procurement Officer	Date 4/5/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	