

Consent  
HS 9/17  
CB 9/24



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

Date: Sep 10, 2024

MinuteTraq (IQM2) ID #: 24-2466

<b>Purchase Order #:</b> 6570-0001 SERV	<b>Original Purchase Order Date:</b> 09/01/23	<b>Change Order #:</b> 2	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> Lakeshore Dairy	<b>Vendor #:</b> 20685	<b>Dept Contact:</b> DuPage Care Center	
<b>Background and/or Reason for Change Order Request:</b>	fluid dairy for the period September 1, 2023 through August 31, 2024. #1 Decrease and close line 1, 1200-2025-52210 in the amount of \$2,940.60 #2 Decrease and close line 2, 1200-2100-52210 in the amount of \$1,000.00 #3 Decrease and close line 3, 1200-2025-52210 in the amount of \$18,510.85 #4 Decrease and close line 4, 1200-2100-52210 in the amount of \$3,000.00 - CONTRACT EXPIRED		
<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	\$83,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$83,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$25,451.45)
E	New contract amount (C + D)	\$57,548.55
F	Percent of current contract value this Change Order represents (D / C)	-30.66%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-30.66%
<b>DECISION MEMO NOT REQUIRED</b>		

- 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:

cdk	4208	Sep 10, 2024	JC
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials) Phone Ext Date
<b>REVIEWED BY (Initials Only)</b>			
			<u>9-11-2024</u>
Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date