

Consent  
AS 8/20  
CB 8/27



**Request for Change Order**  
**Procurement Services Division**

Attach copies of all prior Change Orders

Date: Jul 16, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 3608-0001-SERV	<b>Original Purchase Order Date:</b> Oct 23, 2018	<b>Change Order #:</b> 3	<b>Department:</b> Animal Services
<b>Vendor Name:</b> PetHealth Services Inc.		<b>Vendor #:</b> 29775	<b>Dept Contact:</b> Kristie Lecaros
<b>Background and/or Reason for Change Order Request:</b>	This PO expired on 10/22/23 but is still open in Infor with \$171,600 remaining on the purchase order. No future invoices will be applied to this PO. Please decrease encumbrance and close expired PO# 3608-0001-SERV.		
<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	\$243,850.00
B	Net \$ change for previous Change Orders	(\$4,000.00)
C	Current contract amount (A + B)	\$239,850.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$171,600.00)
E	New contract amount (C + D)	\$68,250.00
F	Percent of current contract value this Change Order represents (D / C)	-71.54%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-72.01%

**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:  
\_\_\_\_\_

<u>KAL</u>	2803	Jul 16, 2024	<u>AKJ</u>	2806	7-16-2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer		Date	Procurement Officer		Date
			<u>8</u>		7/17/2024
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date