



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
HS 2/20 CB 2/27

Date: Jan 24, 2024

MinuteTraq (IQM2) ID #: 24-0609

Purchase Order #: 6169-0001 SERV	Original Purchase Order Date: Dec 1, 2022	Change Order #: 2	Department: DuPage Care Center
Vendor Name: Valdes LLC	Vendor #: 36338	Dept Contact: Vinit Patel	

Background and/or Reason for Change Order Request:

Furnish and deliver paper products (restroom, paper towels, etc) group 2 for the period 12/01/22 through 11/30/23.

#1 Decrease & close line 1, 1200-2035-52280 in the amount of \$6,416.36

#2 Decrease & close line 2, 5000-2115-52280-ARPA230229 in the amount of \$11,955.22

#3 Decrease & close line 3, 1200-2050-52200 in the amount of \$1,111.77

#4 Decrease & close line 4, 5000-2115-52200-ARPA230229 in the amount of \$955.22 - CONTRACT HAS EXPIRED

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	\$98,808.00
B	Net \$ change for previous Change Orders	(\$36,000.00)
C	Current contract amount (A + B)	\$62,808.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$20,438.57)
E	New contract amount (C + D)	\$42,369.43
F	Percent of current contract value this Change Order represents (D / C)	-32.54%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-57.12%

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:

cdk	4208	Jan 24, 2024	JC	Jan 24, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
REVIEWED BY (Initials Only)				
Buyer	Date		Procurement Officer	Date 2-7-24
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	