

F1 only 10/22



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 2, 2024

MinuteTraq (IQM2) ID #: 24-2709

Purchase Order #: 7008-0001 SERV	Original Purchase Order Date: Mar 18, 2024	Change Order #: 2	Department: Finance
Vendor Name: Colette Holt & Associates		Vendor #: 43787	Dept Contact: Jim Morrissy
Background and/or Reason for Change Order Request:	Decrease and Close PO.		
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	\$14,900.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$14,900.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$10,600.00)
E	New contract amount (C + D)	\$4,300.00
F	Percent of current contract value this Change Order represents (D / C)	-71.14%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-71.14%
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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

JM	6116	Oct 2, 2024	KH	6193	Oct 4, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer _____ Date _____			Procurement Officer  Date 10/4/2024		
Chief Financial Officer _____ Date _____			Chairman's Office _____ Date _____		
(Decision Memos Over \$25,000)			(Decision Memos Over \$25,000)		