

FI + CB 1/9



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Dec 22, 2023

MinuteTraq (IQM2) ID #: FI-CO-0004-24

<b>Purchase Order #:</b> 6795	<b>Original Purchase Order Date:</b> Dec 22, 2023	<b>Change Order #:</b> 4	<b>Department:</b> Finance
<b>Vendor Name:</b> ODP		<b>Vendor #:</b> 39549	<b>Dept Contact:</b> Gary Zidek
<b>Background and/or Reason for Change Order Request:</b>	Increase purchase order in the amount of \$5,000.00 to include Public Defender on county-wide procurement. Increase line 3 by \$500.00 and add/increase line 101 by \$4,500.00		
<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	\$214,796.00
B	Net \$ change for previous Change Orders	\$10,750.00
C	Current contract amount (A + B)	\$225,546.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$5,000.00
E	New contract amount (C + D)	\$230,546.00
F	Percent of current contract value this Change Order represents (D / C)	2.22%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	7.33%

### DECISION MEMO NOT REQUIRED

- ☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only  
☐ Change budget code from: \_\_\_\_\_ to: above activity codes  
☐ 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  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☐ Funding Source \_\_\_\_\_  
☐ OTHER - explain below:  
\_\_\_\_\_

vc	6184	Dec 22, 2023	X		1/4/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		