

Consent  
FI/CB 6/13



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

Date: Jun 6, 2023

MinuteTraq (IQM2) ID #:

<b>Purchase Order #:</b> 4580-0001 SERV	<b>Original Purchase Order Date:</b> Jun 1, 2020	<b>Change Order #:</b> 2	<b>Department:</b> Finance
<b>Vendor Name:</b> Mesirow Insurance Services Inc.		<b>Vendor #:</b> 12104	<b>Dept Contact:</b> Jim Morrissy
<b>Background and/or Reason for Change Order Request:</b>	Decrease & Close PO		
<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	\$238,500.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$238,500.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$37,500.00)
E	New contract amount (C + D)	\$201,000.00
F	Percent of current contract value this Change Order represents (D / C)	-15.72%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-15.72%
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: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>

JM	6116	Jun 6, 2023	KH	6193	Jun 6, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>[Signature]</i>	Procurement Officer	Date	6/6/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		