

Consent
JPS 8/1
CB 8/8



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 2, 2023

MinuteTraq (IQM2) ID #: 23-2339

Purchase Order #: 5495-0001 SERV	Original Purchase Order Date: Dec 1, 2021	Change Order #: 1	Department: Sheriff's Department
Vendor Name: Carol Stream Stratford Inn Ltd		Vendor #: 10255	Dept Contact: Colleen Zbilski
Background and/or Reason for Change Order Request:	PO expired. Decrease Purchase Order 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	\$200,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$200,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$37,266.80)
E	New contract amount (C + D)	\$162,733.20
F	Percent of current contract value this Change Order represents (D / C)	-18.63%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-18.63%
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:	

BJP	Jun 2, 2023	CZ	2122	Jul 5, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date	<i>dlc</i>	Procurement Officer	Date
Chief Financial Officer	Date	Chairman's Office	Chairman's Office	Date
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)		