



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

FI + CB 5/14

Date: Apr 29, 2024

MinuteTraq (IQM2) ID #: FI-CO-0013-24

Purchase Order #: 7040	Original Purchase Order Date: Apr 29, 2024	Change Order #: 1	Department: Community Service
Vendor Name: Aloha Print Group		Vendor #: 43804	Dept Contact: Mary Keating

Background and/or Reason for Change Order Request:

Add a new line of \$20,980 for 5000-1765, activity code 211IDPH24(FY24)-brochures and book marks for 211 grant.
 Add a new line of \$1,200 for 5000-1400, activity code 23-461028- brochures for WEX grant.
 Add a new line of \$600 for 5000-1555, activity code retrofits24- brochures for WEX grant.
 Add a new line of \$350 for 5000-1420, activity code 24-224028-brochures for LIHEAP grant.
 Add a new line of \$350 for 5000-1495, activity code 24-254028-brochures for LIHEAP grant.
 Add a new line of \$200 for 5000-1650, activity code 24-231028-brochures for CSBG grant.
 Add a new line of \$5,000 for 5000-1720, activity code 24-703S-brochures and thank you cards for Senior grant.
 Add a new line of \$1,000 for 5000-1660, activity code 24-703F-brochures and thank you cards for Senior grant.
 Add a new line of \$1,600 for 1000-1750(FY24) and a new line of \$3,500 for 1000-1750(FY25)-brochures and thank you cards for Community Services.

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	\$227,894.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$227,894.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$34,780.00
E	New contract amount (C + D)	\$262,674.00
F	Percent of current contract value this Change Order represents (D / C)	15.26%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	15.26%

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:

Lan Nguyen	6131	Apr 29, 2024	<i>MAK</i>	6457	4/29/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

<i>SK</i>	5-1-2024
Buyer	Procurement Officer
Date	Date