



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Consent  
F/EB 3/26

Date: Mar 6, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 6353-0001 SERV	<b>Original Purchase Order Date:</b> Apr 12, 2023	<b>Change Order #:</b> 25	<b>Department:</b> Finance
<b>Vendor Name:</b> ODP Business Solutions, LLC		<b>Vendor #:</b> 39549	<b>Dept Contact:</b> Jim Morrissy
<b>Background and/or Reason for Change Order Request:</b>	Decrease & close expired 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	\$51,146.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$51,146.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$15,122.58)
E	New contract amount (C + D)	\$36,023.42
F	Percent of current contract value this Change Order represents (D / C)	-29.57%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-29.57%

### 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:

JM	6116	Mar 6, 2024	KH	6193	Mar 6, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

### REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date

*[Signature]*      3-7-2024