



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Fl only 4/9

Date: Mar 29, 2024

MinuteTraq (IQM2) ID #: 24-1132

Purchase Order #: 6077-0001 SERV	Original Purchase Order Date: Oct 25, 2022	Change Order #: 3	Department: ROE
Vendor Name: ODP Business Solutions, LLC		Vendor #: 39549	Dept Contact: Kelly Kozerka
Background and/or Reason for Change Order Request:	Decrease and close Purchase Order 6077-0001 SERV - contract has expired.		
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	\$21,697.72
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$21,697.72
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$16,174.55)
E	New contract amount (C + D)	\$5,523.17
F	Percent of current contract value this Change Order represents (D / C)	-74.54%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-74.54%
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:	

JM	6116	Mar 29, 2024	KH	6193	Mar 29, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	4-1-2024	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		