

Consent
TEC 12/5
CB 12/12



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

Date: Oct 17, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 5784	Original Purchase Order Date: April 27, 2022	Change Order #: 1	Department: IT
Vendor Name: CDW LLC		Vendor #: 10667	Dept Contact: S. Godzicki
Background and/or Reason for Change Order Request:	This purchase order #5784 for CDW LLC is decreasing in the amount of \$60,825.70 and closing due to contract 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	\$75,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$75,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$60,825.70)
E	New contract amount (C + D)	\$14,174.30
F	Percent of current contract value this Change Order represents (D / C)	-81.10%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-81.10%

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: _____

BJP	Oct 17, 2023	X	UW	11/21/2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
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	