

Consent  
HS 8/15  
CB 8/22



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 24, 2023

MinuteTraq (IQM2) ID #: 23-2591

<b>Purchase Order #:</b> 5988-0001 SERV	<b>Original Purchase Order Date:</b> Sep 1, 2022	<b>Change Order #:</b> 2	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> Lakeshore Dairy, Inc.	<b>Vendor #:</b> 20685	<b>Dept Contact:</b> Mario Plata	

**Background and/or Reason for Change Order Request:**  
 Contract for fluid dairy for the Care Center for the period 09/01/22 through 08/31/23.  
 Decrease line 1, 1200-2025-52210, in the amount of \$9,546.73 (fy22)  
 Decrease line 2, 1200-2100-52210, in the amount of \$4,000.00 (fy22)  
 Decrease line 5, 1200-2025-52210, in the amount of \$12,453.27 (fy23)  
 Decrease line 6, 1200-2100-52210, in the amount of \$7,000.00 (fy23) NOTE: This decrease will allow for Sysco Chicago, Inc. Change Order to increase with no increase to budget

**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	\$116,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$116,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$33,000.00)
E	New contract amount (C + D)	\$83,000.00
F	Percent of current contract value this Change Order represents (D / C)	-28.45%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-28.45%

**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:

cdk	4208	Jul 24, 2023	Jul 24, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials) Phone Ext Date
REVIEWED BY (Initials Only)			
Buyer	Date	<i>mmj</i> Procurement Officer	8/2/23 Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date