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

Date: Jul 27, 2023

MinuteTraq (IQM2) ID #: 23-2589

Purchase Order #: 5699-0001 SERV	Original Purchase Order Date: Mar 1, 2022	Change Order #: 1	Department: DuPage Care Center
Vendor Name: Airdo Werwas, LLC		Vendor #: 29893	Dept Contact: Administration
Background and/or Reason for Change Order Request:	legal services to represent the DPCC for the period March 1, 2022 through February 28, 2023 Decrease line 1, 1200-2000-53030, in the amount of $9,640.18 Decrease line 3, 1200-2000-53030, in the amount of $1,782.21 - 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	$22,000.00
B	Net $ change for previous Change Orders	
C	Current contract amount (A + B)	$22,000.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	($11,422.39)
E	New contract amount (C + D)	$10,577.61
F	Percent of current contract value this Change Order represents (D / C)	-51.92%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-51.92%

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 27, 2023			Jul 27, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

			MCM		8/2/23
Buyer		Date	Procurement Officer		Date

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