



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 6, 2023

MinuteTraq (IQM2) ID #: Legistar#23-2976

Consent
TEC 9/19
OB 9/26

Purchase Order #: 6569-1-SERV	Original Purchase Order Date: Aug 1, 2023	Change Order #: 1	Department: IT
Vendor Name: Adlib Ventures Solutions LLC		Vendor #: 42318	Dept Contact: Joe Hamlin
Background and/or Reason for Change Order Request:	Change order request to cancel contract. Vendor was unable to fulfill contract obligations.		
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	\$49,500.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$49,500.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$49,500.00)
E	New contract amount (C + D)	\$0.00
F	Percent of current contract value this Change Order represents (D / C)	-100.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-100.00%
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:	

SJG	5037	Sep 6, 2023	<i>WV</i>	5064	09/06/2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	<i>MCN</i>		9/7/23
			Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date