



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: May 9, 2023

MinuteTraq (IQM2) ID #: 23-1819

<b>Purchase Order #:</b> 4305-001 SERV	<b>Original Purchase Order Date:</b> Jan 6, 2020	<b>Change Order #:</b> 3	<b>Department:</b> Finance
<b>Vendor Name:</b> Baker Tilly Vichow Kraus		<b>Vendor #:</b> 13111	<b>Dept Contact:</b> Melanie Koga
<b>Background and/or Reason for Change Order Request:</b>	The Finance Department requests a 4-month time extension to the contract that changes the end date from 05/31/2023 to 09/30/2023. There is no change to the total contract amount. This new date will ensure the use of Baker Tilly during the summer months, should any accounting issues arise as services are being rebid.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- ☐ (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	\$1,734,480.00
B	Net \$ change for previous Change Orders	\$23,800.00
C	Current contract amount (A + B)	\$1,758,280.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New contract amount (C + D)	\$1,758,280.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	1.37%
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 checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: May 31, 2023 to: Sep 30, 2023	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

MK	6134	May 9, 2023	KH	6193	May 9, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
DW	May 9, 2023	MCW	May 9, 2023		
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer	May 9, 2023	Chairman's Office	May 9, 2023		
(Decision Memos Over \$25,000)	Date	(Decision Memos Over \$25,000)	Date		