



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
EDC 9/19
CB 9/26

Date: _____

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 5780	Original Purchase Order Date: May 1, 2022	Change Order #: 2	Department: HR-Workforce Devt Division
Vendor Name: Quad County Urban League, Inc.		Vendor #: 25473	Dept Contact: Lisa Schwach/Carmi Cyrus
Background and/or Reason for Change Order Request:	Reduce the PO by \$294,472.99 and close the contract. PO has 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	\$347,453.36
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$347,453.36
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$294,472.99)
E	New contract amount (C + D)	\$52,980.37
F	Percent of current contract value this Change Order represents (D / C)	-84.75%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-84.75%
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 \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below: _____	

LS	8/23/23	<i>On. J. J.</i>	6300	8/24/23	
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>dccl</i>	Procurement Officer	Date	8/29/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		