



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 17, 2023

MinuteTraq (IQM2) ID #:

Consent
TEC 12/5
CB 12/12

Purchase Order #: 5784	Original Purchase Order Date: April 27, 2022	Change Order #: 1	Department: IT
Vendor Name: CDW LLC	Vendor #: 10667		Dept Contact: S. Godzicki
Background and/or Reason for Change Order Request:	This purchase order #5784 for CDW LLC is decreasing in the amount of \$60,825.70 and closing due to 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 \$75,000.00
B	Net \$ change for previous Change Orders \$0.00
C	Current contract amount (A + B) \$75,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease (\$60,825.70)
E	New contract amount (C + D) \$14,174.30
F	Percent of current contract value this Change Order represents (D / C) -81.10%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) -81.10%

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 \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source
☐ OTHER - explain below:

BJP	Oct 17, 2023	X	UWV	11/21/2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	11/21/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	