



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Consent  
TEC 9/1/19  
OB 9/2/26

Date: Sep 6, 2023

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

<b>Purchase Order #:</b> 6569-1-SERV	<b>Original Purchase Order Date:</b> Aug 1, 2023	<b>Change Order #:</b> 1	<b>Department:</b> IT
<b>Vendor Name:</b> Adlib Ventures Solutions LLC		<b>Vendor #:</b> 42318	<b>Dept Contact:</b> Joe Hamlin
<b>Background and/or Reason for Change Order Request:</b>	Change order request to cancel contract. Vendor was unable to fulfill contract obligations.		
<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	\$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%
<b>DECISION MEMO NOT REQUIRED</b>		

- 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)					
			<i>ACB</i>		9/7/23
Buyer	Date		Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date		Chairman's Office (Decision Memos Over \$25,000)		Date