

Consent
AS 8/20
OB 8/27



Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Date: Jul 16, 2024

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6301-0001-SERV	Original Purchase Order Date: Mar 16, 2023	Change Order #: 1	Department: Animal Services
Vendor Name: IMAGING SYSTEMS D/B/A IDT	Vendor #: 11487		Dept Contact: Kristie Lecaros
Background and/or Reason for Change Order Request:	This PO expired on 03/15/24 but is still open in Infor with \$18,765.82 remaining on the purchase order. No future invoices will be applied to this PO. Please decrease encumbrance and close expired PO# 6301-0001-SERV.		
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	\$26,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$26,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$18,765.82)
E	New contract amount (C + D)	\$7,234.18
F	Percent of current contract value this Change Order represents (D / C)	-72.18%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-72.18%

DECISION MEMO NOT REQUIRED			
<input type="checkbox"/> Cancel entire order	<input type="checkbox"/> Close Contract	<input type="checkbox"/> Contract Extension (29 days)	<input type="checkbox"/> Consent Only
<input type="checkbox"/> Change budget code from: _____ to: _____			
<input type="checkbox"/> Increase/Decrease quantity from: _____ to: _____			
<input type="checkbox"/> Price shows: _____ should be: _____			
<input checked="" type="checkbox"/> Decrease remaining encumbrance and close contract	<input type="checkbox"/> Increase encumbrance and close contract	<input type="checkbox"/> Decrease encumbrance	<input type="checkbox"/> 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: _____	

<i>KAL</i>	2803	Jul 16, 2024	<i>PKJ</i>	2806	7-15-2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
			<i>8</i>		
Buyer	Date	Procurement Officer	Date		
			<i>8</i>	<i>7/17/2024</i>	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		

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