



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

consent  
EPC 11/19  
CB 11/26

Date: 11/5/24

MinuteTraq (IQM2) ID #:

<b>Purchase Order #:</b> 5234	<b>Original Purchase Order Date:</b> Jul 1, 2021	<b>Change Order #:</b> 7	<b>Department:</b> Human Resources-WDD
<b>Vendor Name:</b> Carol Stream Chamber of Commerce		<b>Vendor #:</b> 33198	<b>Dept Contact:</b> Lisa Schwach/David Barnes
<b>Background and/or Reason for Change Order Request:</b>	To close contract. Vendor terminated contract in March 2024. Last billing received was in January 2024. Line 4 - decrease \$30.47 Line 5 - decrease \$17,697.54 Line 6 - decrease \$11,487.85		
<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	\$41,254.00
B	Net \$ change for previous Change Orders	\$41,254.00
C	Current contract amount (A + B)	\$82,508.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$29,215.86)
E	New contract amount (C + D)	\$53,292.14
F	Percent of current contract value this Change Order represents (D / C)	-35.41%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	29.18%
<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 $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

DB	6191	Nov 1, 2024		6182	11/5/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date	11/7/2024	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		