

CONSENT
AS 1/21
CB 1128



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jan 6, 2025

MinuteTraq (IQM2) ID #: AS-P-0049-23

Purchase Order #: 6589-0001 SERV	Original Purchase Order Date: Sep 14, 2023	Change Order #: 3	Department: Animal Services
Vendor Name: WA BUTLER COMPANY DBA COVETRUS NORTH AMERICA LLC		Vendor #: 39918	Dept Contact: Kristie Lecaros

Background and/or Reason for Change Order Request: This PO expired on 09/13/24 but is still open in Infor with \$11,976.95 remaining on the purchase order. No future invoices will be applied to this PO. Please decrease encumbrance and close expired PO# 6589-0001-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	\$76,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$76,000.00
D	Amount of this Change Order	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease (\$11,976.95)
E	New contract amount (C + D)	\$64,023.05
F	Percent of current contract value this Change Order represents (D / C)	-15.76%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-15.76%

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)/Decrease contract expiration from: _____ to: _____
 Increase equal to or greater than \$2,500.00, or equal to or greater than 10%, of current contract amount
 OTHER - explain below:

<u>KAL</u> Prepared By (Initials)	2803 Phone Ext	Jan 6, 2025 Date	<u>OK</u> Recommended for Approval (Initials)	2806 Phone Ext	1-7-2025 Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	<u>S</u>	<u>1/8/2025</u>	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)			Date