

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
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B)
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease
E	New contract amount (C + D)
F	Percent of current contract value this Change Order represents (D / C)
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)

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