



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Consent  
EDC 2/20 CB 2/27

Date: Feb 2, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 6456-0001 SERV	<b>Original Purchase Order Date:</b> Jun 1, 2023	<b>Change Order #:</b> 1	<b>Department:</b> Workforce Development
<b>Vendor Name:</b> Central States SER, Jobs For Progress, Inc.		<b>Vendor #:</b> 41879	<b>Dept Contact:</b> Jamie Brown

**Background and/or Reason for Change Order Request:**

Reduce contract value by \$156,760.41 based on remaining anticipated billings. Subgrantee has incurred / billed less than budgeted to date. Reduction in contract will allow for WDD to re-allocate funds to other potential youth-subrecipient partners.

Decrease Line 1 by \$91,417.57 (to close out remaining balance of Line 1)  
Decrease Line 2 by \$65,342.84  
(Total reduction: \$156,760.41)

### 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	\$310,343.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$310,343.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$156,760.41)
E	New contract amount (C + D)	\$153,582.59
F	Percent of current contract value this Change Order represents (D / C)	-50.51%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-50.51%

### 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) contract expiration from: \_\_\_\_\_ to: \_\_\_\_\_
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:

\_\_\_\_\_

LS _____	630-955-2066	Feb 2, 2024	AE _____	630-955-2045	Feb 2, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

### REVIEWED BY (Initials Only)

Buyer _____	Date _____	Procurement Officer 	Date <u>2/8/2024</u>
Chief Financial Officer _____	Date _____	Chairman's Office _____	Date _____
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)	