

TEC/CB 3/14



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 1, 2023

MinuteTraq (IQM2) ID #: 23-1001

Purchase Order #: 3866-0001-SERV	Original Purchase Order Date: May 15, 2019	Change Order #: 6	Department: IT
Vendor Name: Telcom Innovations Group LLC			Vendor #: 12123
Dept Contact: Joe Bulaga			
Background and/or Reason for Change Order Request: To increase the PO by \$21,475.50** to add software licensing and assurance. There is a requirement to increase telephone licenses ensuring we are positioned to meet the increased headcount expected in the Public Defender and State's Attorney's offices. Additionally, there will be a need for additional phones in the new Animal Services building and other departments across the campus. **Increase Line 8 by \$1,540.50. **Create a new line for software licensing (1000-1110-53806) in the amount of \$19,935.00 in FY2023.			
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	\$1,217,089.30
B	Net \$ change for previous Change Orders	\$883.50
C	Current contract amount (A + B)	\$1,217,972.80
D	Amount of this Change Order ☒ Increase ☐ Decrease	\$21,475.50
E	New contract amount (C + D)	\$1,239,448.30
F	Percent of current contract value this Change Order represents (D / C)	1.76%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	1.84%
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 $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____	
☐ OTHER - explain below:	

SJG	5037	Mar 1, 2023	5064
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials) Phone Ext Date
REVIEWED BY (Initials Only)			
Buyer		Date	Procurement Officer
			3/1/23
Chief Financial Officer		Date	Chairman's Office
(Decision Memos Over \$25,000)			(Decision Memos Over \$25,000)
			Date