



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 1, 2023

MinuteTraq (IQM2) ID #:

Purchase Order #: 922043/6145-1	Original Purchase Order Date: Dec 23, 2022	Change Order #: 1	Department: ETSB
Vendor Name: Comcast Holdings Corporation dba Comcast Business Communications LLC		Vendor #: 12382	Dept Contact: Eve Kraus
Background and/or Reason for Change Order Request:	Request for Change Order #1 to Comcast Holdings Corporation dba Comcast Business Communications LLC to incorporate the First Amendment document into the PO 922043/6145-1. The First Amendment to the Master Services component was inadvertently omitted with the renewal of the fiber network contract approved in November. There is no monetary change being made to this contract.		
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	\$1,737,600.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$1,737,600.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New contract amount (C + D)	\$1,737,600.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

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:
Incorporation of the First Amendment document.

ek	630-550-7743	Mar 1, 2023	LMZ	630-878-2509	Mar 1, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	3/3/23	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		