

Consent  
JPS 10/3  
CB10/10



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 25, 2023

MinuteTraq (IQM2) ID #: LS-23-2181

<b>Purchase Order #:</b> 6528-0001-SERV	<b>Original Purchase Order Date:</b> Jul 18, 2023	<b>Change Order #:</b> 1	<b>Department:</b> Circuit Court Clerk
<b>Vendor Name:</b> INSIGHT PUBLIC SECTOR, INC		<b>Vendor #:</b> 10809	<b>Dept Contact:</b> Julie Ellefsen
<b>Background and/or Reason for Change Order Request:</b>	<b>Close Contract</b> Decrease Line 1 by \$11,640: Lower price after original bid Decrease Line 5 by \$240.00 Lower price after original bid Decrease line 12 by \$32 Lower price after original bid		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (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	\$111,614.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$111,614.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$11,912.00)
E	New contract amount (C + D)	\$99,702.00
F	Percent of current contract value this Change Order represents (D / C)	-10.67%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-10.67%

**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:

JCE	8590	Sep 25, 2023	KMV	8647	Sep 25, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	<i>ACM</i> Procurement Officer		Date	9/26/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date	