



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 27, 2025

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 921021/5164-1	Original Purchase Order Date: Mar 10, 2021	Change Order #: 3	Department: ETSB
Vendor Name: AT&T Inc.		Vendor #: 10008	Dept Contact: Eve Kraus
Background and/or Reason for Change Order Request:	Request for Change Order #3 to AT&T Inc. PO 921021/5164-1 to extend the Last Invoice Allowed Date from October 27, 2024 to July 9, 2025 in the County Finance software to allow for payment and accounting of contractual obligations. 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	\$315,000.00
B	Net \$ change for previous Change Orders	\$48,000.00
C	Current contract amount (A + B)	\$363,000.00
D	Amount of this Change Order ☐ Increase ☐ Decrease	\$0.00
E	New contract amount (C + D)	\$363,000.00
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)	15.24%

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:

Increase the Last Invoice Allowed Date greater than 29 days

ek	630-550-7743	May 27, 2025	LMZ <i>AM</i>	630-878-2509	May 27, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	<i>5/29/2025</i>	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		