



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

FI + CB
3/26

Date: Mar 13, 2024

MinuteTraQ (IQM2) ID #:

Purchase Order #: 6813-0001 SERV	Original Purchase Order Date: Dec 1, 2023	Change Order #: 1	Department: State's Attorney
Vendor Name: O'Hagan Meyer, LLC		Vendor #: 36255	Dept Contact: Lisa Smith
Background and/or Reason for Change Order Request:	Attorney Luke Sheridan of O'Hagan Meyer, LLC was previously appointed as Special Assistant State's Attorney to represent the DuPage County Sheriff medical personnel as panel counsel pursuant to the terms and conditions O'Hagan Meyer, LLC has in place with the County's insurance carrier. This is an ongoing case which needs an increase of \$3,010.00 for work performed in FY2024 to reach case deductible. Increase Line 1 in the amount of \$3,010.00.		
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	\$25,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$25,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$3,010.00
E	New contract amount (C + D)	\$28,010.00
F	Percent of current contract value this Change Order represents (D / C)	12.04%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	12.04%

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:

JM	6116	Mar 13, 2024	LAS	8206	Mar 14, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	3-18-2024	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		