



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 Dept Contact: Lisa Smith
Vendor Name:	O'Hagan Meyer, LLC			Vendor #:	36255	
Background and/or Reason for Change Order Request:	<p>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.</p> <p>Increase Line 1 in the amount of \$3,010.00.</p>					

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 ≥ \$2,500.00, or ≥ 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	3-18-2024
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Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date
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