

JPS 8/6
 FI + CB 8/13



Request for Change Order
Procurement Services Division
 Attach copies of all prior Change Orders

Date: Jul 17, 2024
 MinuteTraq (IQM2) ID #: JPS-CO-0008-24

Purchase Order #: 6879-0001	Original Purchase Order Date: Mar 1, 2024	Change Order #: 2	Department: OHSEM/Security
Vendor Name: Monterrey Security		Vendor #: 37860	Dept Contact: Keith Briggs
Background and/or Reason for Change Order Request:	Increase contract to cover Security Services at Health Department.		
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	\$1,368,375.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$1,368,375.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$150,000.00
E	New contract amount (C + D)	\$1,518,375.00
F	Percent of current contract value this Change Order represents (D / C)	10.96%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	10.96%

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: _____

KJB	5275	Jul 17, 2024	<i>[Signature]</i>	2916	7/22/2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

Buyer	Date	<i>[Signature]</i>	Procurement Officer	8-1-2024
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	