

TEC 4/1
 FI/CB 4/8



Request for Change Order
Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 14, 2025

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6082-1-SERV	Original Purchase Order Date: Dec 1, 2022	Change Order #: 5	Department: IT
Vendor Name: Dell Inc.	Vendor #: 10850		Dept Contact: Joe Hamlin
Background and/or Reason for Change Order Request:	Add a new line for 30 M365 Co-Pilot licenses in the amount of \$7,470.00 against 1000-1110-53807. This is a new license Microsoft recently released and was not available when this agreement was renewed.		
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 \$3,838,349.52
B	Net \$ change for previous Change Orders \$11,694.53
C	Current contract amount (A + B) \$3,850,044.05
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease \$7,470.00
E	New contract amount (C + D) \$3,857,514.05
F	Percent of current contract value this Change Order represents (D / C) 0.19%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) 0.50%

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: _____

SJG	5037	Mar 14, 2025	<u>RAB</u>	5064	03/17/2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date			Procurement Officer	Date <u>3/19/2025</u>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		