



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

Date: Aug 18, 2023

MinuteTraq (IQM2) ID #:

Consent
 DOT 9/19
 CB 9/26

Purchase Order #: 4311-SERV	Original Purchase Order Date: Dec 11, 2019	Change Order #: 1	Department: Transportation
Vendor Name: Verizon Connect NWF		Vendor #: 30217	Dept Contact: Ying Liu Almanza
Background and/or Reason for Change Order Request:	Provide Network Fleet GPS Diagnostic & Hardware for DOT for period 12/11/2019- 05/31/2023. DOT has switched over to AT&T since June 2020 because DOT added tablets to current contract 5541-1-SERV. This purchase order expired on 05/31/2023; Decrease remaining encumbrance and close out contract. <i>mc</i>		
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	\$78,750.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$78,750.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$74,278.50)
E	New contract amount (C + D)	\$4,471.50
F	Percent of current contract value this Change Order represents (D / C)	-94.32%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-94.32%

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:

yla	6911	Aug 18, 2023	<i>WWS</i>	8/28/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Date
REVIEWED BY (Initials Only)				
Buyer	Date	<i>HCN</i>	Procurement Officer	9/7/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	