



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

F1 + CB  
3/26

Date: Mar 13, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 6245-0001 SERV	<b>Original Purchase Order Date:</b> Dec 1, 2022	<b>Change Order #:</b> 1	<b>Department:</b> State's Attorney
<b>Vendor Name:</b> O'Hagan Meyer, LLC		<b>Vendor #:</b> 36255	<b>Dept Contact:</b> 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 \$14,517.00 for work performed from 07/01/23 through 11/30/23.  
Reduce Line 1 by \$14,245.00 and add Line 2 for payment in FY24 for a total amount of \$28,762.00.

### 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	\$14,517.00
E	New contract amount (C + D)	\$39,517.00
F	Percent of current contract value this Change Order represents (D / C)	58.07%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	58.07%

### DECISION MEMO NOT REQUIRED

- Cancel entire order
- Close Contract
- Contract Extension (29 days)
- Consent Only
- Change budget code from: FY23 to: FY24
- 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	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date