



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 16, 2024

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 917107/2277-1	Original Purchase Order Date: Dec 14, 2016	Change Order #: 5	Department: ETSB
Vendor Name: AT&T Inc.		Vendor #: 10008	Dept Contact: Eve Kraus
Background and/or Reason for Change Order Request:	Request for Change Order #5 to PO 917107/2277-1 to extend the CAMA trunks length of service by one (1) year and adjust the expiration date from September 14, 2024 to September 14, 2025 in the County Finance software system. There is no monetary change being made to this contract.		
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	\$30,703.23
B	Net \$ change for previous Change Orders	\$50,353.92
C	Current contract amount (A + B)	\$81,057.15
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New contract amount (C + D)	\$81,057.15
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	164.00%
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	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Sep 14, 2024 to: Sep 14, 2025	
<input type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

ek	630-550-7743	May 16, 2024	LMZ	630-878-2509	May 16, 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		