



REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

JPS 9/16
FI + CB 9/23

Date: Sep 11, 2025

File ID #: 25-2234

Purchase Order #: 7292	Original Purchase Order Date: 10/09/2024	Change Order #: 2	Department: Sheriff's Office
Vendor Name: Real Time Networks		Vendor #: 34437	Dept. Contact: Dan Bilodeau
Action Requested and Reason for Change Order Request: 1) Increase PO by \$22,576.00 from \$93,524.00 to \$116,100 to build out existing Asset-Tracer Lockers for Sheriff's Office. 2) Extend contract from October 8, 2025 to December 31, 2025. 3) Create line 6 - AssetTracer Locker Mgmt System 1000-4404-52100 for \$8,750.00 - 10% discount = \$7,875.00 Create line 7 - Left Side Side - 1x Custom Column Expansion 1000-4404-52100 for \$10,890.00 - 10% = \$9,801.00 Create line 8 - Shipping 1000-4404-52100 for \$1,700.00 Create line 9 - Onsite Installation, Technical Services & Remote Training 1000-4404-53020 for \$3,200			

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	\$93,524.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$93,524.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$22,576.00
E	New Contract Amount (C + D)	\$116,100.00
F	Cumulative Change Order Amount (B + D)	\$22,576.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	24.14%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- ☐ Cancel Entire Order ☐ Close Contract ☐ Contract Extension (59 Days) ☐ Consent Only
- ☐ Change Budget Code From: _____ to: _____
- ☐ Increase/Decrease Quantity From: _____ to: _____
- ☐ Price Shows: _____ should be: _____ ☐ Move Funds Between Lines
- ☐ Decrease Remaining Encumbrance and Close Contract ☐ Increase Encumbrance and Close Contract ☐ Decrease Encumbrance ☐ Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- ☒ Increase Contract Expiration Greater Than 59 Days From 10/08/2025 to 12/31/2025 ☐ Cancel Contract
- ☒ Cumulative Increase Greater Than \$10,000 (Row 'F' Above) ☐ Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

The Sheriff's Office utilizes the Real Time Networks Lockers to manage and record evidence submissions and retrieval of physical evidence. There is a need to add larger lockers for various sizes of storage boxes. Without these lockers, larger items cannot be stored inside the current locker sizes.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.



Sourcewell Contract - 110923-DBM

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request. Maintain the status quo using an antiquated system, search for another vendor which will delay installation, or proceed with this purchase.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

FY25 1000-4404-52100 - \$22,576.00

APPROVALS - *Initials Only*

DB	2402	Sep 11, 2025	DB	2402	Sep 11, 2025
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
					
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	