

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Consent
JPS 8/18
CB 8/25

Date: Aug 10, 2026

File ID #: 26-2169

Purchase Order #: 6806-1-SERV	Original Purchase Order Date: Dec. 13, 2023	Change Order #: 1	Department: Sheriff's Office
Vendor Name: Heartland Business Systems		Vendor #: 30498	Dept. Contact: Colleen Zbilski
Action Requested and Reason for Change Order Request: Change contract expiration date to 7/28/27. No change in contract total.			

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	\$1,690,852.75
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$1,690,852.75
D	Amount of this Change Order ☐ Increase ☐ Decrease	
E	New Contract Amount (C + D)	\$1,690,852.75
F	Cumulative Change Order Amount (B + D)	
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- ☐ Cancel Entire Order ☐ Close Contract ☐ Contract Extension (≤ 59 Days) ☐ Update Budget Code
- ☐ 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

- ☒ Contract Extension Greater Than 59 Days From Dec 12, 2026 to Jul 28, 2027 ☐ 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 contract was extended from 12/12/2026 to 07/28/2027 to reflect the activation of the licenses at no additional cost.

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

Extension of contract with current vendor at no additional cost.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

The contract was extended from 12/12/2026 to 07/28/2027 to reflect the activation of the licenses at no additional cost.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number
Extension of contract at no additional cost: PO 6806

APPROVALS - Initials Only

<u>CZ</u>	<u>2122</u>	<u>Aug 10, 2026</u>	<u>CZ</u>	<u>2122</u>	<u>Aug 10, 2026</u>
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u>8</u>					
Reviewed by Procurement Officer	<u>8/13/2026</u>	Date	Completed by Buyer		Date