



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 3, 2023

MinuteTraq (IQM2) ID #: _____

| | | | |
|---|--|--------------------------|--------------------------------|
| Purchase Order #: 917107/2277-1 | Original Purchase Order Date: Dec 14, 2016 | Change Order #: 4 | 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 #4 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, 2023 to September 14, 2024 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

Increase (greater than 29 days) contract expiration from: Sep 14, 2023 to: Sep 14, 2024

Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount
 Funding Source _____

OTHER - explain below: _____

| | | | | | |
|---|--------------|---|-------------------------------------|--------------|-------------|
| ek | 630-550-7743 | Jul 3, 2023 | LMZ | 630-878-2509 | Jul 3, 2023 |
| Prepared By (Initials) | Phone Ext | Date | Recommended for Approval (Initials) | Phone Ext | Date |
| REVIEWED BY (Initials Only) | | | | | |
| Buyer | Date | <i>LMZ</i> | Procurement Officer | Date | 7/5/23 |
| Chief Financial Officer (Decision Memos Over \$25,000) | Date | Chairman's Office (Decision Memos Over \$25,000) | Date | | |