



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Dec 5, 2023

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

<b>Purchase Order #:</b> 6778	<b>Original Purchase Order Date:</b> Dec 1, 2023	<b>Change Order #:</b> 1	<b>Department:</b> FIN
<b>Vendor Name:</b> Amazon		<b>Vendor #:</b> 37319	<b>Dept Contact:</b> Jim Morrissy
<b>Background and/or Reason for Change Order Request:</b>	Increase purchase order in the amount of \$402,287.00 to include Sheriff's Office, Circuit Court and Law Library on county-wide procurement. See page 2-3 of accounting units to include.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (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	\$321,446.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$321,446.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$402,287.00
E	New contract amount (C + D)	\$723,733.00
F	Percent of current contract value this Change Order represents (D / C)	125.15%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	125.15%

### 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: \_\_\_\_\_ to: \_\_\_\_\_
- Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount       Funding Source \_\_\_\_\_
- OTHER - explain below:

\_\_\_\_\_

vc	6184	Dec 5, 2023	JS		Dec 6, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date

Sheriff's Office

AU-Line	Budget Amount	Allotment request
4400-52000	\$29,750.00	\$25,000.00
4400-52100	\$368,087.00	\$25,000.00
4400-52200	\$171,236.00	\$40,000.00
4400-52210	\$37,345.00	\$5,000.00
4400-52220	\$767,187.00	\$5,000.00
4400-52320	\$281,987.00	\$25,000.00

4410-52000	\$24,046.00	\$20,000.00
4410-52100	\$5,000.00	\$5,000.00
4410-52200	\$113,828.00	\$75,000.00
4410-52220	\$18,121.00	\$15,000.00
4410-52230	\$6,826.00	\$5,000.00
4410-52280	\$53,172.00	\$45,000.00
4410-52320	\$55,000.00	\$45,000.00

4415-52000	\$39,220.00	\$5,000.00
4415-52100	\$24,500.00	\$12,250.00
4415-52200	\$39,653.00	\$20,000.00
4415-52210	\$11,531.00	\$8,000.00
4415-52220	\$14,910.00	\$2,500.00
4415-52280	\$210.00	\$210.00
4415-52320	\$5,077.00	\$5,077.00