

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

JPS-Discharge  
FI/CB-12/19

Date: Dec 2, 2025

File ID #: 26-0024

<b>Purchase Order #:</b> 7391-1-SERV	<b>Original Purchase Order Date:</b> 12-01-24	<b>Change Order #:</b> 2	<b>Department:</b> Public Defender
<b>Vendor Name:</b> Journal Technologies, Inc		<b>Vendor #:</b> 27873	<b>Dept. Contact:</b> Melissa Buckardt
<b>Action Requested and Reason for Change Order Request:</b> Increase line 2 (Monthly Storage) 1000-6300-53807 - by \$6,289 Increase contract by \$6,289			

## 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	\$245,240.00
B	Net \$ Change for Previous Change Order	\$10,000.00
C	Current Contract Amount (A + B)	\$255,240.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$6,289.00
E	New Contract Amount (C + D)	\$261,529.00
F	Cumulative Change Order Amount (B + D)	\$16,289.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	6.64%

## DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- ☐ Cancel Entire Order ☐ Close Contract ☐ Contract Extension ( $\leq 59$  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 \_\_\_\_\_ to: \_\_\_\_\_ ☐ 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.

Journal Technologies Inc for monthly storage.

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

Sole Source, data is stored in system with current vendor.


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

This increase is needed to cover monthly storage.

Recommend the approval of continuing the contract with Journal Technologies Inc.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number  
Increase Line 2 (monthly storage) 1000-6300-53807 for \$6,289.  
Increase contract by \$6,889.

**APPROVALS - Initials Only**

MSB	8303	Dec 2, 2025	JRY	8300	Dec 2, 2025
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
					
Reviewed by Procurement Officer	Date	12/2/2025	Completed by Buyer	Date	