

JPS 8/15
 FI + CB 8/22



Request for Change Order
Procurement Services Division
 Attach copies of all prior Change Orders

Date: Jul 31, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 5690-0001 SERV	Original Purchase Order Date: Mar 8, 2022	Change Order #: 2	Department: DuPage Care Center
Vendor Name: Clear Loss Prevention, Inc.		Vendor #: 25205	Dept Contact: Keith Briggs
Background and/or Reason for Change Order Request:	Contract purchase order is to purchase and provide new video surveillance system to complete the replacement project and maintenance per bid #22-013-OHSEM for the period March 8, 2022 through March 7, 2025. Add DuPage Care Center line 1200-2040-54010 in the amount of \$18,209.00, to cover for surveillance cameras and installation in the West Garden and the East Garden, for the safety of the residents at the DuPage Care Center.		
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 \$305,938.59
B	Net \$ change for previous Change Orders \$0.60
C	Current contract amount (A + B) \$305,939.19
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease \$18,209.00
E	New contract amount (C + D) \$324,148.19
F	Percent of current contract value this Change Order represents (D / C) 5.95%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) 5.95%

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 ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source 1200-2040-54010
- OTHER - explain below:

cdk	4208	Jul 31, 2023	KB	5225	Jul 31, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>AKC</i>		Procurement Officer	Date <u>8/3/23</u>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date	