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

TEC 11|5
FI + CB 11|12

Date: Oct 17, 2024

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6082-1-SERV	**Original Purchase Order Date:** Dec 1, 2022 **Change Order #:** 3 **Department:** IT
Vendor Name: Dell Inc.	**Vendor #:** 10850 **Dept Contact:** Joe Hamlin

Background and/or Reason for Change Order Request:	Move remaining $19,863.97 from Line 4 to Line 3 and increase Line 3 by $11,405.53 to cover true-up costs for 2025. New Line 3 total of $1,330,719.34.

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	$3,838,349.52
B	Net $ change for previous Change Orders	$287.57
C	Current contract amount (A + B)	$3,838,637.09
D	Amount of this Change Order ☒ Increase ☐ Decrease	$11,405.53
E	New contract amount (C + D)	$3,850,042.62
F	Percent of current contract value this Change Order represents (D / C)	0.30%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.30%

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 _____
- ☐ OTHER - explain below:
  _____

SJG	5037	Oct 17, 2024	*RAB* RAB	5064	10/17/2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

		[signature]	10/23/2024
Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over $25,000)	Date	Chairman's Office (Decision Memos Over $25,000)	Date

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

Rev 1.7
6/25/18