



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Feb 15, 2024

MinuteTraQ (IQM2) ID #: FI-CO-0007-24

FI + CB 2/27

Purchase Order #: 6115-0001 SERV	Original Purchase Order Date: Dec 1, 2022	Change Order #: 1	Department: Finance
Vendor Name: Alliant/Mesirow Insurance Services, Inc. (Safety National)		Vendor #: 12104	Dept Contact: Jim Morrissy

Background and/or Reason for Change Order Request: Increase Line 1 (1100-1212-53110) by \$25,540 to pay the adjusted premium for Workers' Compensation insurance due to higher than estimated actuals for insurance covering 12/1/2022 - 12/1/2023.

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	\$172,321.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$172,321.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$25,540.00
E	New contract amount (C + D)	\$197,861.00
F	Percent of current contract value this Change Order represents (D / C)	14.82%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	14.82%

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:

JM	6116	Feb 15, 2024	PG	6124	Feb 15, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date

PG 2-16-2024