



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

consent  
JPS 2/20 CB 2/27

Date: Feb. 5, 2024

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

<b>Purchase Order #:</b> 3495-1-SERV	<b>Original Purchase Order Date:</b> Nov 1, 2018	<b>Change Order #:</b> 2	<b>Department:</b> CIRCUIT COURT CLERK
<b>Vendor Name:</b> LOGICALIS, INC.		<b>Vendor #:</b> 12232	<b>Dept Contact:</b> JULIE ELLEFSEN
<b>Background and/or Reason for Change Order Request:</b>	DECREASE AND CLOSE CONTRACT REDUCE LINE 5 \$5,419.07 REDUCE LINE 8 \$6,519.54 REDUCE LINE 9 \$677.34 TOTAL \$12,615.95		
<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	\$418,397.20
B	Net \$ change for previous Change Orders	\$40,322.25
C	Current contract amount (A + B)	\$458,719.45
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$12,615.95)
E	New contract amount (C + D)	\$446,103.50
F	Percent of current contract value this Change Order represents (D / C)	-2.75%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	6.62%

### 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:

JCE	8590	Feb 5, 2024	KMV	8647	Feb 5, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date			Procurement Officer	Date 2/5/24
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date	