

JPS 3/4
FI + CB 3/11



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Feb 14, 2025

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 7357-1-SERV	Original Purchase Order Date: Oct 24, 2024	Change Order #:	Department: Sheriff's Office
Vendor Name: Heartland Business Systems		Vendor #: 30498	Dept Contact: Colleen Zbilski
Background and/or Reason for Change Order Request:	Change budget coding on lines 2 & 3 from 1000-4400-53807 to 1000-4404-53807. Add line 4-FY25-and increase by \$23,213.20. New contract total - \$220,089.81. Increase of 11.79%		
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	\$196,876.61
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$196,876.61
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$23,213.20
E	New contract amount (C + D)	\$220,089.81
F	Percent of current contract value this Change Order represents (D / C)	11.79%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	11.79%
DECISION MEMO NOT REQUIRED		

☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only



☒ Change budget code from: 1000-4400-53807 to: 1000-4404-53807

☐ 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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input checked="" type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

CZ	2122	Feb 14, 2025	CZ	2122	Feb 14, 2025
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		Date	Chairman's Office		Date
(Decision Memos Over \$25,000)			(Decision Memos Over \$25,000)		