

Consent
JPS 10/3
CB 10/10



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

Date: Sep 25, 2023
 MinuteTraq (IQM2) ID #: 24143

Purchase Order #: 5970-0001-SERV	Original Purchase Order Date: Aug 23, 2022	Change Order #: 1	Department: Circuit Court Clerk
Vendor Name: HOV Services Inc.		Vendor #: 12100	Dept Contact: Julie Ellefsen
Background and/or Reason for Change Order Request:	Increase Contract expiration date. The project has taken longer than originally anticipated due to both vendor and Circuit Clerk manpower limitations.		
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	\$273,884.10
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$273,884.10
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$273,884.10
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%
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	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: <u>Aug 22, 2023</u> to: <u>Nov 30, 2024</u>	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount	<input type="checkbox"/> Funding Source _____
<input type="checkbox"/> OTHER - explain below: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	

JCE	8590	Sep 25, 2023	KMV	8647	Sep 25, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	<u>KCM</u> Procurement Officer		Date <u>9/26/23</u>
Chief Financial Officer (Decision Memos Over \$25,000)			Chairman's Office (Decision Memos Over \$25,000)		
Date			Date		