



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 20, 2023

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

<b>Purchase Order #:</b> 6096-1-SERV	<b>Original Purchase Order Date:</b>	<b>Change Order #:</b>	<b>Department:</b> Sheriff's Office
<b>Vendor Name:</b> Public Safety Direct		<b>Vendor #:</b> 14308	<b>Dept Contact:</b> Colleen Zbilski
<b>Background and/or Reason for Change Order Request:</b>	Increase contract total by \$14,000.00. Decrease line 1 by \$2,797.25 and increase line 4 by \$6,797.25. Increase line 5 by \$10,000. New contract total \$740,816.70.		
<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	\$726,816.70
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$726,816.70
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$14,000.00
E	New contract amount (C + D)	\$740,816.70
F	Percent of current contract value this Change Order represents (D / C)	1.93%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	1.93%

### 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:

CZ	2122	Oct 20, 2023	CZ	2122	Oct 20, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date