Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 23, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 950900/1914-1	**Original Purchase Order Date:** Jun 28, 2016	**Change Order #:** 30	**Department:** ETSB
Vendor Name: Hexagon Safety & Infrastructure		**Vendor #:** 25029	**Dept Contact:** Eve Kraus
Background and/or Reason for Change Order Request:	Recommendation for approval of Change Order #30 to Hexagon Safety & Infrastructure PO 950900/1914-1 for additional Mobile Responder (8) and I/NetViewer (5) licenses as requested by four (4) Police and Fire Agencies. the amount of the licensing is $21,193.00 and comes with one (1) year of maintenance, an additional year of maintenance is $4,788.00, for a new contract amount of $22,503,687.78.		

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	$13,405,459.48
B	Net $ change for previous Change Orders	$9,072,247.30
C	Current contract amount (A + B)	$22,477,706.78
D	Amount of this Change Order ☒ Increase ☐ Decrease	$25,981.00
E	New contract amount (C + D)	$22,503,687.78
F	Percent of current contract value this Change Order represents (D / C)	0.12%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	67.87%

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 4000-5820-54107

☐ OTHER - explain below:

ek	630-550-7743	Jun 23, 2025	LMZ	630-878-2509	Jun 23, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

			6/26/2025
Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over $25,000)	Date	Chairman's Office (Decision Memos Over $25,000)	Date