



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 6, 2024

MinuteTraq (IQM2) ID #: JPS-CO-0007-24

<b>Purchase Order #:</b> 2846-1-SERV	<b>Original Purchase Order Date:</b> Nov 14, 2017	<b>Change Order #:</b> 9	<b>Department:</b> Public Defender
<b>Vendor Name:</b> Journal Technologies, Inc		<b>Vendor #:</b> 27873	<b>Dept Contact:</b> Melissa Buckardt
<b>Background and/or Reason for Change Order Request:</b>	Add line 14 (Additional Licenses) 1000-6300-53807 for \$12,676.38 Increase contract by \$12,676.38		
<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 <span style="float: right;">\$870,049.38</span>
B	Net \$ change for previous Change Orders <span style="float: right;">\$10,000.00</span>
C	Current contract amount (A + B) <span style="float: right;">\$880,049.38</span>
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <span style="float: right;">\$12,676.38</span>
E	New contract amount (C + D) <span style="float: right;">\$892,725.76</span>
F	Percent of current contract value this Change Order represents (D / C) <span style="float: right;">1.44%</span>
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) <span style="float: right;">2.61%</span>

**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 1000-6300-53807

OTHER - explain below:

MB	8303	Jun 6, 2024	JRY	8302	Jun 6, 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		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		