



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: May 22, 2024

MinuteTraq (IQM2) ID #: JPS-CO-0005-24

<b>Purchase Order #:</b> 6471-0001-SERV	<b>Original Purchase Order Date:</b>	<b>Change Order #:</b>	<b>Department:</b> Sheriff's Office
<b>Vendor Name:</b> Ray O'Herron		<b>Vendor #:</b> 11145	<b>Dept Contact:</b> Colleen Zbislki
<b>Background and/or Reason for Change Order Request:</b>	Decrease line 1 by \$32,010.00 and increase line 2 by \$32,010.00. Extend contract 5 months to 11/30/24. No change in contract total.		
<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	\$150,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$150,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$150,000.00
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

☒ Increase (greater than 29 days) contract expiration from: Jun 30, 2024 to: Nov 30, 2024

☐ Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☐ Funding Source \_\_\_\_\_

☐ OTHER - explain below:

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CZ	2122	May 22, 2024	CZ	2122	May 22, 2024
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 (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		