

JPS 4/15
FI + CB 4/22



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

Date: Apr 1, 2025
MinuteTraq (IQM2) ID #: JPS-CO-0005-25

Purchase Order #: 7006-0001 SERV	Original Purchase Order Date: Apr 12, 2024	Change Order #: 7	Department: Probation & Court Services
Vendor Name: Titan Image Group, Inc.		Vendor #: 11753	Dept Contact: Sharon Donald
Background and/or Reason for Change Order Request:	Increase line 15 by \$2,400.00 for 1000-6100-53800 for FY'25 Probation.		
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	\$30,545.00
B	Net \$ change for previous Change Orders	\$11,710.00
C	Current contract amount (A + B)	\$42,255.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$2,400.00
E	New contract amount (C + D)	\$44,655.00
F	Percent of current contract value this Change Order represents (D / C)	5.68%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	46.19%
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 type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount	<input checked="" type="checkbox"/> Funding Source <u>1000-6100-53800</u>
<input type="checkbox"/> OTHER - explain below: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	

CDF	8414	Apr 1, 2025	SAD	8413	Apr 1, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer _____ Date _____			Procurement Officer Date <u>4/10/2025</u>		
Chief Financial Officer (Decision Memos Over \$25,000) _____ Date _____			Chairman's Office (Decision Memos Over \$25,000) _____ Date _____		