

Consent  
JPS 10/3  
CB 10/10



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

Date: Sep 25, 2023  
MinuteTraq (IQM2) ID #: 18768

<b>Purchase Order #:</b> 5040-0001-SERV	<b>Original Purchase Order Date:</b> Dec 8, 2020	<b>Change Order #:</b> 1	<b>Department:</b> Circuit Court Clerk
<b>Vendor Name:</b> Logicals		<b>Vendor #:</b> 12232	<b>Dept Contact:</b> Julie Ellefsen
<b>Background and/or Reason for Change Order Request:</b>	To increase contract expiration date from 1/31/24 to 3/31/24. Power 9 implementation was April 2021, causing managed services to start two months after the PO start date of February 2021, adding 2 months to end of the 36 month agreement. Requests: Move \$600 from Line 3 to line 7 (2020 invoice was paid from wrong line) Move \$5,900 from Line 4 to Line 7 Increasing line 7 from \$6500 to \$13,000 for 4 months of managed services from 12/1/23 - 3/31/24		
<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	\$554,111.99
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$554,111.99
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$554,111.99
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: Jan 31, 2024 to: Mar 31, 2024
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:

JCE	8590	Sep 25, 2023	KMV	8647	Sep 25, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	<i>KCM</i>		Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	9/26/23		Chairman's Office (Decision Memos Over \$25,000)	Date