



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 29, 2023

MinuteTraq (IQM2) ID #: 23-1357

Purchase Order #: 6183-0001 SERV	Original Purchase Order Date: Dec 1, 2022	Change Order #: 2	Department: State's Attorney
Vendor Name: BOND, DICKSON & ASSOC PC		Vendor #: 11210	Dept Contact: Lisa Smith
Background and/or Reason for Change Order Request:	The Bond, Dickson & Associates law firm was previously appointed as Special Assistant State's Attorneys to provide legal representation in election law matters. Bond Dickson continues to provide representation in general election law matters, as well as the following ongoing cases: Case No. 2023 MR 53, Case No. 2022 CH 220, and Case No. 2021 MR 548. Increase PO amount by \$100,000.		
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	\$100,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$100,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$100,000.00
E	New contract amount (C + D)	\$200,000.00
F	Percent of current contract value this Change Order represents (D / C)	100.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	100.00%
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: _____ to: _____

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

☐ OTHER - explain below:

LAS	8206	Mar 29, 2023	LAS	8206	Mar 29, 2023
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		