



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

JPS 10/1
FI + CB 10/8

Date: Sep 24, 2024

MinuteTraq (IQM2) ID #: JPS-CO-0009-24

Purchase Order #: 5567-0001 SERV	Original Purchase Order Date: Dec 1, 2021	Change Order #: 1	Department: OHSEM
Vendor Name: Advent Systems, DBA Allied Universal Tech Services		Vendor #: 10691	Dept Contact: Craig Dieckman
Background and/or Reason for Change Order Request:	Increase Purchase Order #5567-0001 SERV by \$75,000 to use funds approved for FY2024 in "New Programs" for parts and labor for cameras and access control equipment.		
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	\$142,080.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$142,080.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$75,000.00
E	New contract amount (C + D)	\$217,080.00
F	Percent of current contract value this Change Order represents (D / C)	52.79%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	52.79%

DECISION MEMO NOT REQUIRED	
<input type="checkbox"/> Cancel entire order	<input type="checkbox"/> Close Contract
<input type="checkbox"/> Change budget code from: _____ to: _____	<input type="checkbox"/> Contract Extension (29 days)
<input type="checkbox"/> Increase/Decrease quantity from: _____ to: _____	<input type="checkbox"/> Consent Only
<input type="checkbox"/> Price shows: _____ should be: _____	
<input type="checkbox"/> Decrease remaining encumbrance and close contract	<input type="checkbox"/> Increase encumbrance and close contract
<input type="checkbox"/> Increase encumbrance	<input type="checkbox"/> Decrease encumbrance
<input type="checkbox"/> Increase encumbrance	<input type="checkbox"/> 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>1000-1130-53370</u>
<input type="checkbox"/> OTHER - explain below:	

SK	2935	Sep 24, 2024	CFD	2916	Sep 24, 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		