

JPS 5/21
FI+CB 5/28



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 7, 2024

MinuteTraq (IQM2) ID #: 24-1467

Purchase Order #: 5757-0001-SERV	Original Purchase Order Date:	Change Order #:	Department: Sheriff's Office
Vendor Name: Flock Group Inc		Vendor #: 39421	Dept Contact: Colleen Zbilski
Background and/or Reason for Change Order Request:	Increase contract total by \$17,500.00 New contract total \$280,000.00.		
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	\$262,500.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$262,500.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$17,500.00
E	New contract amount (C + D)	\$280,000.00
F	Percent of current contract value this Change Order represents (D / C)	6.67%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	6.67%

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 ≥ \$2,500.00, or ≥ 10%, of current contract amount
 Funding Source _____

OTHER - explain below: _____

CZ _____	2122 _____	May 7, 2024 _____	CZ _____	2122 _____	May 7, 2024 _____
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer _____			Procurement Officer _____		
Date _____			Date <u>5/14/2024</u>		
Chief Financial Officer _____			Chairman's Office _____		
(Decision Memos Over \$25,000)			(Decision Memos Over \$25,000)		
Date _____			Date _____		