



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: May 7, 2026

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 924025/7298-1	<b>Original Purchase Order Date:</b> Oct 9, 2024	<b>Change Order #:</b> 10	<b>Department:</b> ETSB
<b>Vendor Name:</b> PURVIS Systems Incorporated		<b>Vendor #:</b> 28678	<b>Dept Contact:</b> Eve Kraus
<b>Background and/or Reason for Change Order Request:</b>	Request for approval of Change Order #10 to PURVIS Systems Incorporated PO 924025/7298-1 to add Quote PC2026-354 to allow for the purchase of one (1) administrative license for the Fire Station Alerting (FSA) Mobile Alerting Application for two hundred (200) users. These licensing costs will be reimbursed by the agencies to ETSB. Total amount of \$1,150.00, for a new contract amount of \$703,955.00.		
<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	\$424,730.00
B	Net \$ change for previous Change Orders	\$278,075.00
C	Current contract amount (A + B)	\$702,805.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$1,150.00
E	New contract amount (C + D)	\$703,955.00
F	Percent of current contract value this Change Order represents (D / C)	0.16%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	65.74%
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 type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

ek	630-550-7743	May 7, 2026	LMZ	630-878-2509	May 7, 2026
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		