



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Dec 22, 2023

MinuteTraq (IQM2) ID #: FI-CO-0003-24

Purchase Order #: 6778	Original Purchase Order Date: Dec 22, 2023	Change Order #: 3	Department: Finance
Vendor Name: Amazon		Vendor #: 26753	Dept Contact: Jim Morrissy
Background and/or Reason for Change Order Request:	Increase purchase order in the amount of \$56,775.00 to include Crime Lab and Public Defender on county-wide procurement. See page 2 for accounting units to add.		
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	\$321,446.00
B	Net \$ change for previous Change Orders	\$402,287.00
C	Current contract amount (A + B)	\$723,733.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$56,775.00
E	New contract amount (C + D)	\$780,508.00
F	Percent of current contract value this Change Order represents (D / C)	7.84%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	142.81%

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:

vc	6184	Dec 22, 2023		1/1/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	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	

Amazon PO# 6778 - Change Order #3

Crime Lab

Budget Code	Amount
1000-4403-52000	\$3,000.00
1000-4403-52100	\$1,000.00
1000-4403-52200	\$50,000.00
1000-4403-52220	\$2,000.00
1000-4403-52280	\$275.00

Public Defender

Budget Code	Amount
(Add to line 163) 1000-6300-52200	\$250.00
(Add to line 3) 1000-1150-52200	\$250.00