



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 9, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 922029/5953-1	Original Purchase Order Date: Aug 10, 2022	Change Order #: 1	Department: ETSB
Vendor Name: Watson Furniture Group		Vendor #: 12909	Dept Contact: Eve Kraus
Background and/or Reason for Change Order Request:	Request for Change Order #2 to Watson Furniture Group PO 922029/5953-1 to extend the contract date in the County Finance software to December 31, 2023 to complete the installation of the monitor arrays in the DU-COMM Public Safety Answering Point (PSAP). There is no monetary change being made to this contract.		
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	\$297,085.76
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$297,085.76
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New contract amount (C + D)	\$297,085.76
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

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

DECISION MEMO REQUIRED	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: <u>Aug 9, 2023</u> to: <u>Dec 1, 2023</u>	
<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	Aug 9, 2023	LMZ	630-878-2509	Aug 9, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>MEC</i>	Procurement Officer	8/11/23	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		