

**Request for Change Order****Procurement Services Division**

Attach copies of all prior Change Orders

Date: Mar 11, 2025

MinuteTraq (IQM2) ID #:

<b>Purchase Order #:</b> 5870-1-SERV	<b>Original Purchase Order Date:</b> May 16, 2022	<b>Change Order #:</b> 3	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> AT&T		<b>Vendor #:</b> 10008	<b>Dept Contact:</b> Kathleen Black Curcio
<b>Background and/or Reason for Change Order Request:</b>	Contract purchase order for telecommunication services for traffic signals through out DuPage County. Exp date 07/31/24. Decrease remaining balance and close contract.		
<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	\$40,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$40,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$12,731.37)
E	New contract amount (C + D)	\$27,268.63
F	Percent of current contract value this Change Order represents (D / C)	-31.83%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-31.83%
<b>DECISION MEMO NOT REQUIRED</b>		

☐ 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:

kbc	6892	Mar 11, 2025	<i>5007</i>	6910	3/25/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		