



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 1, 2025

MinuteTraq (IQM2) ID #: JPS-CO-0004-25

Purchase Order #: 7281-1-SERV	Original Purchase Order Date: Aug 15, 2024	Change Order #:	Department: Colleen Zbilski
Vendor Name: AT&T Mobility		Vendor #: 10009	Dept Contact: Sheriff's Office
Background and/or Reason for Change Order Request:	Add line 5 and increase by \$30,000.00 for FY25-1000-4404-52100-IT Equipment, add line 6 and increase by \$30,00.00 for FY26-1000-4404-52100-IT Equipment and add line 7 and increase by \$15,000.00 for FY27-1000-4404-52100-IT Equipment. New contract total \$479,000.00		
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	\$404,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$404,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$75,000.00
E	New contract amount (C + D)	\$479,000.00
F	Percent of current contract value this Change Order represents (D / C)	18.56%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	18.56%

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:

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CZ	2122	Apr 1, 2025	CZ	2122	Apr 1, 2025
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