

JPS 1/21
 FI+CB 1/28



Request for Change Order
Procurement Services Division

Attach copies of all prior Change Orders

Date: Jan 9, 2025

MinuteTraq (IQM2) ID #: JPS-CO-0001-25

Purchase Order #: 7032-1-SERV	Original Purchase Order Date: Jun 1, 2024	Change Order #:	Department: Sheriff's Office
Vendor Name: Trinity Service Group		Vendor #: 30797	Dept Contact: Colleen Zbilski
Background and/or Reason for Change Order Request:	Increase line 2 by \$100,345.00, due to increase in caloric content and increase in meal pricing. New contract total \$1,325,376.00.		
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	\$1,225,031.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$1,225,031.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$100,345.00
E	New contract amount (C + D)	\$1,325,376.00
F	Percent of current contract value this Change Order represents (D / C)	8.19%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	8.19%

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
<input type="checkbox"/> Change budget code from: _____ to: _____			
<input type="checkbox"/> Increase/Decrease quantity from: _____ to: _____			
<input type="checkbox"/> 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 type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	<input type="checkbox"/> Funding Source _____
<input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount	
<input type="checkbox"/> OTHER - explain below:	

CZ _____	2122	Jan 9, 2025	CZ _____	2122	Jan 9, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer _____	Date _____	Procurement Officer	Date <u>1/10/2025</u>		
Chief Financial Officer (Decision Memos Over \$25,000)	Date _____	Chairman's Office (Decision Memos Over \$25,000)	Date _____		