

JPS 6/16
F1+CB 6/23

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: Jun 4, 2026

File ID #: 26-1665

Purchase Order #: 7753-1-SERV	Original Purchase Order Date: Jun 1, 2025	Change Order #:	Department: Sheriff's Office
Vendor Name: Trinity Services Group, Inc.		Vendor #: 30797	Dept. Contact: Colleen Zbilski
Action Requested and Reason for Change Order Request: Increase contract total (line 2) by \$71,000.00, due to rise in detainee population. New contract total \$1,648,879.78.			

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		\$1,577,879.78
B	Net \$ Change for Previous Change Order		
C	Current Contract Amount (A + B)		\$1,577,879.78
D	Amount of this Change Order	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$71,000.00
E	New Contract Amount (C + D)		\$1,648,879.78
F	Cumulative Change Order Amount (B + D)		\$71,000.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		4.50%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- Cancel Entire Order
- Close Contract
- Contract Extension (≤59 Days)
- Update Budget Code
- Change Budget Code From: _____ to: _____
- Increase/Decrease Quantity From: _____ to: _____
- Price Shows: _____ should be: _____
- Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract
- Increase Encumbrance and Close Contract
- Decrease Encumbrance
- Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- Contract Extension Greater Than 59 Days From _____ to: _____
- Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above)
- Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Meal costs at the DuPage County Jail were greater than original contract due to jail population greater than anticipated

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Bid 23-026-SHF

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

N/A

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

Increase total contract by \$71,000.00. New contract total \$1,648,879.78, an increase of 4.50%

APPROVALS - Initials Only

CZ	2122	Jun 4, 2026	CZ	2122	Jun 4, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u>8</u>					
Reviewed by Procurement Officer	Date	<u>6/6/2026</u>	Completed by Buyer	Date	