

TEC 10/15
FI + CB 10/22



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 24, 2024

MinuteTraq (IQM2) ID #: 24-2644

| | | | |
|---|---|--------------------------|---------------------------------|
| Purchase Order #: 6681-1-SERV | Original Purchase Order Date: Nov 10, 2023 | Change Order #: 2 | Department: IT |
| Vendor Name: SHI International Corp. | | Vendor #: 14389 | Dept Contact: Joe Hamlin |
| Background and/or Reason for Change Order Request: | Increase the encumbrance by \$11,840.27 (1000-1110-53807) and extend contract through 12/09/2024 to better align with the County's fiscal year. | | |
| 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 | \$142,076.84 |
| B | Net \$ change for previous Change Orders | \$0.00 |
| C | Current contract amount (A + B) | \$142,076.84 |
| D | Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease | \$11,840.27 |
| E | New contract amount (C + D) | \$153,917.11 |
| F | Percent of current contract value this Change Order represents (D / C) | 8.33% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | 8.33% |
| 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 | |
| <input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Nov 9, 2024 to: Dec 9, 2024 | |
| <input checked="" type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____ | |
| <input type="checkbox"/> OTHER - explain below: | |

| | | | | | |
|---|-----------|---|-------------------------------------|-----------|------------|
| SJG | 5037 | Sep 24, 2024 | RB | 5064 | 09/30/2024 |
| 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 | | |