



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Nov 8, 2024

MinuteTraq (IQM2) ID #: JPS-CO-0012-24

Purchase Order #: 2846-1-SERV	Original Purchase Order Date: Nov 14, 2017	Change Order #: 10	Department: Public Defender
Vendor Name: Journal Technologies, Inc		Vendor #: 27873	Dept Contact: Melissa Buckardt
Background and/or Reason for Change Order Request:	Increase line 12 (Monthly Storage) 1000-6300-53807 by \$14,600 Increase contract by \$14,600		
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	\$870,049.38
B	Net \$ change for previous Change Orders	\$12,676.38
C	Current contract amount (A + B)	\$882,725.76
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$14,600.00
E	New contract amount (C + D)	\$897,325.76
F	Percent of current contract value this Change Order represents (D / C)	1.65%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	3.14%

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 1000-6300-53807

OTHER - explain below:

MB	8303	Nov 8, 2024	JRY	8302	Nov 8, 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		