



Date: Nov 6, 2025
MinuteTraq (IQM2) ID #: 25-2756

		•		1	
Purchase Order #: 7523-0001-SERV Order Date: Feb 11, 2025			Change Order #:	Department: Sheriff's Office	
Vendor Name: CDW LLC			Vendor #: 10667	Dept Contact: Colleen Zbilski	
Background and/or Reason for Change Order Request: Increase PO by \$40,000.00 from \$300,000.00 to \$340,000.00. Increase line 2 by \$40,000.00.					
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					\$300,000.00
B Net \$ change for previous Change Orders					
C Current contract amount (A + B)					\$300,000.00
D Amount of this Change Order					\$40,000.00
E New contract amount (C + D)					\$340,000.00
F Percent of current contract value this Change Order represents (D / C)					13.33%
G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)					13.33%
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 I					
DECISION MEMO REQUIRED					
Increase (greater than 29 days) contract expiration from: to:					
Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source					
OTHER - explain below:					
			,		
CZ	2122	Nov 6, 2025	CZ	2122	Nov 6, 2025
Prepared By (Initia	ls) Phone Ext	Date	Recommended for Approve	al (Initials) Phon	e Ext Date
REVIEWED BY (Initials Only)					
			\		11/13/2020
Buyer		- Date	Procurement Officer		Date
Chief Financial Off	icor	_	Chairman's Office		
(Decision Memos Over \$25,000) Date		Date	(Decision Memos Over \$2	5.000)	Date