

JPS 11/18
FI+CB 11/25



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Nov 6, 2025

MinuteTraq (IQM2) ID #: 25-2756

Purchase Order #: 7523-0001-SERV	Original Purchase 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 <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$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			
<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	Nov 6, 2025	CZ	2122	Nov 6, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer		Date	11/13/2025
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date	