



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 31, 2024

MinuteTraq (IQM2) ID #: JPS-CO-0013-24

Purchase Order #: 6966	Original Purchase Order Date: Mar 27, 2024	Change Order #: 1	Department: Circuit Court
Vendor Name: Conference Technologies, Inc.		Vendor #: 23282	Dept Contact: Katherine Thompson
Background and/or Reason for Change Order Request:	To change original PRCC line 1 information from account 1000-5900-54100-TDB to 1000-5925-54100-TM24-082 AND add line 2 for \$4,840.00 on account 1000-5900-54100 to cover additional labor costs incurred due to our request for after hours service.		
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	\$135,690.65
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$135,690.65
D	Amount of this Change Order ☒ Increase ☐ Decrease	\$4,840.00
E	New contract amount (C + D)	\$140,530.65
F	Percent of current contract value this Change Order represents (D / C)	3.57%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	3.57%

DECISION MEMO NOT REQUIRED

- ☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only
- ☒ Change budget code from: 1000-5900-54100-TBD to: 1000-5925-54100-TM24-082
- ☒ Increase/Decrease quantity from: 135,690.65 to: 140,530.65
- ☐ 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 $\geq$ \$2500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below:

KT	8788	Oct 31, 2024	SA <i>SA</i>	8888	Oct 31, 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		