



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jan 15, 2025

MinuteTraq (IQM2) ID #: 25-0316

Purchase Order #: 5778-1-SERV	Original Purchase Order Date: Apr 27, 2022	Change Order #: 4	Department: IT
Vendor Name: Revize LLC		Vendor #: 39453	Dept Contact: Debbie Deacy
Background and/or Reason for Change Order Request:	Add a new line for FY2024, account # 1000-1110-53020, in the amount of \$16,500 to cover FY24 invoice.		
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	\$188,600.00
B	Net \$ change for previous Change Orders	(\$16,500.00)
C	Current contract amount (A + B)	\$172,100.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$16,500.00
E	New contract amount (C + D)	\$188,600.00
F	Percent of current contract value this Change Order represents (D / C)	9.59%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%
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 type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<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:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

SJG	5037	Jan 15, 2025	<u>RAB</u>	5064	01/15/2025
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