



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

TEC 9/16  
FI + CB 9/23

Date: Sep 11, 2025

MinuteTraq (IQM2) ID #: 25-2235

<b>Purchase Order #:</b> 7189-1-SERV	<b>Original Purchase Order Date:</b> Apr 1, 2024	<b>Change Order #:</b> 21	<b>Department:</b> IT
<b>Vendor Name:</b> Toshiba		<b>Vendor #:</b> 44522	<b>Dept Contact:</b> Shanita Thompson
<b>Background and/or Reason for Change Order Request:</b>	Increase Line #21 by \$14,946.55 for a new line total of \$21,788.95. Increase Line #22 by \$4,988.33 for a new line total of \$9,448.40. Increase Line #23 by \$4,462.18 for a new line total of \$37,268.98. Increase Line #24 by \$42,523.96 for a new line total of \$52,940.03. Increase Line #85 by \$86,792.65 for a new line total of \$100,000.00.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- ☐ (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	\$1,751,748.88
B	Net \$ change for previous Change Orders	\$1,400.00
C	Current contract amount (A + B)	\$1,753,148.88
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$153,713.67
E	New contract amount (C + D)	\$1,906,862.55
F	Percent of current contract value this Change Order represents (D / C)	8.77%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	8.85%

### 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 \_\_\_\_\_
- ☐ OTHER - explain below: \_\_\_\_\_

SJG	5037	Sep 11, 2025	Signature on File		5064	09/11/2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date	
<b>REVIEWED BY (Initials Only)</b>						
Buyer		Date	Procurement Officer		Date	
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date	