TEC 6/18
FI + CB 6/25

Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 3, 2024

MinuteTraq (IQM2) ID #:

Purchase Order #: 6956-1-SERV	**Original Purchase Order Date:** Mar 12, 2024	**Change Order #:** 2	**Department:** IT
Vendor Name: Toshiba		**Vendor #:** 14171	**Dept Contact:** Shanita Thompson

Background and/or Reason for Change Order Request:

1. Add new line for ETSB Acct 4000-5820-54100: New Equipment - $63,928.27
2. Add new line for ETSB Acct 4000-5820-53800: Printing Cost - $30,571.73
3. Add to Line 29: $100,107.00 (Sheriff)
4. Add to Line 30: $67,071.69 (Sheriff)

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	$1,500,000.00
B	Net $ change for previous Change Orders	$0.00
C	Current contract amount (A + B)	$1,500,000.00
D	Amount of this Change Order ☒ Increase ☐ Decrease	$261,678.69
E	New contract amount (C + D)	$1,761,678.69
F	Percent of current contract value this Change Order represents (D / C)	17.45%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	17.45%

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 ≥ $2,500.00, or ≥ 10%, of current contract amount ☐ Funding Source _____

☐ OTHER - explain below:

SJG	5037	Jun 3, 2024	RAB / ALM	5005	06/03/2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date: 6/4/2024
Chief Financial Officer (Decision Memos Over $25,000)	Date	Chairman's Office (Decision Memos Over $25,000)	Date