



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 25, 2025

MinuteTraq (IQM2) ID #: JPS-CO-0003-25

<b>Purchase Order #:</b> 6219-1-SERV	<b>Original Purchase Order Date:</b> Feb 29, 2024	<b>Change Order #:</b>	<b>Department:</b> Sheriff
<b>Vendor Name:</b> Colossus Inc.		<b>Vendor #:</b> 40593	<b>Dept Contact:</b> Colleen Zbilski
<b>Background and/or Reason for Change Order Request:</b>	Increase line 4 by \$3,596.00 and line 5 by \$9,001.00. New contract total \$582,597.00		
<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	\$570,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$570,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$12,597.00
E	New contract amount (C + D)	\$582,597.00
F	Percent of current contract value this Change Order represents (D / C)	2.21%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	2.21%

### 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:

CZ	2122	Mar 25, 2025	CZ	2122	Mar 25, 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