



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Consent  
JPS 11/5  
CB 11/12

Date: \_\_\_\_\_

MinuteTraq (IQM2) ID #: \_\_\_\_\_

20405

<b>Purchase Order #:</b> 4803-1-SERV	<b>Original Purchase Order Date:</b> Oct 1, 2020	<b>Change Order #:</b> 3	<b>Department:</b> CIRCUIT COURT CLERK
<b>Vendor Name:</b> LEVEL 3 FINANCING, INC		<b>Vendor #:</b> 34675	<b>Dept Contact:</b> JULIE ELLEFSEN
<b>Background and/or Reason for Change</b>	Decrease line 1 - \$18,711.37 Decrease line 2 - \$12,688.07 Decrease line 3 - \$39,321.60		
<b>Order Request:</b>	Total Decrease \$70,721.04 and close Contract(Expired 9/30/24)		
<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	\$219,153.60
B	Net \$ change for previous Change Orders	\$54,945.12
C	Current contract amount (A + B)	\$274,098.72
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$70,721.04)
E	New contract amount (C + D)	\$203,377.68
F	Percent of current contract value this Change Order represents (D / C)	-25.80%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-7.20%

### 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:  
\_\_\_\_\_

JCE	8590	Oct 15, 2024	KMV	8647	Oct 15, 2024
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