TEC 4/1
FI|CB 4/8

Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 14, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 6082-1-SERV	**Original Purchase Order Date:** Dec 1, 2022	**Change Order #:** 5	**Department:** IT
Vendor Name: Dell Inc.		**Vendor #:** 10850	**Dept Contact:** Joe Hamlin

Background and/or Reason for Change Order Request: Add a new line for 30 M365 Co-Pilot licenses in the amount of $7,470.00 against 1000-1110-53807. This is a new license Microsoft recently released and was not available when this agreement was renewed.

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	$3,838,349.52
B	Net $ change for previous Change Orders	$11,694.53
C	Current contract amount (A + B)	$3,850,044.05
D	Amount of this Change Order ☒ Increase ☐ Decrease	$7,470.00
E	New contract amount (C + D)	$3,857,514.05
F	Percent of current contract value this Change Order represents (D / C)	0.19%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.50%

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	Mar 14, 2025	RAB	5064	03/17/2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date: 3/19/2025
Chief Financial Officer (Decision Memos Over $25,000)	Date	Chairman's Office (Decision Memos Over $25,000)	Date