

TEC Only
11/21



Request for Change Order
Procurement Services Division

Attach copies of all prior Change Orders

Date: Nov 14, 2023

MinuteTraq (IQM2) ID #: _____ Legistar #23-3711

Purchase Order #: 6452-1-SERV	Original Purchase Order Date: May 1, 2023	Change Order #: 1	Department: IT
Vendor Name: Sound Incorporated		Vendor #: 10159	Dept Contact: Joe Hamlin
Background and/or Reason for Change Order Request:	Increase the PO by \$900 in line 1. Since this brings the contract over the \$15,000 threshold, it requires approval by the Technology Committee.		
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 \$14,227.00
B	Net \$ change for previous Change Orders \$0.00
C	Current contract amount (A + B) \$14,227.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease \$900.00
E	New contract amount (C + D) \$15,127.00
F	Percent of current contract value this Change Order represents (D / C) 6.33%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) 6.33%

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	Nov 14, 2023	<i>WW</i> ww	5064	11/14/2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>MCO</i> Procurement Officer		Date	11/14/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date	