JPS 4/21
FI + CB 4/28

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: Apr 6, 2026

File ID #: 26-1197

Purchase Order #: 7282-1-SERV	**Original Purchase Order Date:** 9/1/2024	**Change Order #:** 3	**Department:** Sheriff's Office
Vendor Name: AT&T		**Vendor #:** 10008	**Dept. Contact:** Colleen Zbilski
Action Requested and Reason for Change Order Request:	Increase contract total by $23,000.00 due to increase in phone charges and new added lines.		

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	$292,200.00
B	Net $ Change for Previous Change Order	
C	Current Contract Amount (A + B)	$292,200.00
D	Amount of this Change Order ☒ Increase ☐ Decrease	$23,000.00
E	New Contract Amount (C + D)	$315,200.00
F	Cumulative Change Order Amount (B + D)	$23,000.00
G	Cumulative Percent of all Change Orders (B+D/A); *(60% maximum on construction contracts)*	7.87%

DECISION MEMO NOT REQUIRED - *Check Applicable Box(es)*

☐ Cancel Entire Order ☐ Close Contract ☐ Contract Extension (≤59 Days) ☐ Update Budget Code

☐ Change Budget Code From: ______ to: ______

☐ Increase/Decrease Quantity From: ______ to: ______

☐ Price Shows: ______ should be: ______ ☐ Move Funds Between Lines

☐ Decrease Remaining Encumbrance and Close Contract ☐ Increase Encumbrance and Close Contract ☐ Decrease Encumbrance ☐ Increase Encumbrance

DECISION MEMO REQUIRED - *Check Applicable Box(es) and Fill In All Answers Below*

☐ Contract Extension Greater Than 59 Days From ______ to: ______ ☐ Cancel Contract

☒ Cumulative Increase Greater Than $10,000 (Row 'F' Above) ☐ Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Wired Communications for the Sheriff's Office.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

We already have a contract with AT&T.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Recommended to approve increase to contract to continue using wired communications.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

Increase contract by $23,000.00 (line 3 1000-4404-53250).

APPROVALS - *Initials Only*

CZ	2122	Apr 6, 2026	CZ	2122	Apr 6, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
SL	4/10/2026				
Reviewed by Procurement Officer	Date		Completed by Buyer		Date