

TEC 11/5
FI + CB 11/12



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 17, 2024

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6082-1-SERV	Original Purchase Order Date: Dec 1, 2022	Change Order #: 3	Department: IT
Vendor Name: Dell Inc.	Vendor #: 10850		Dept Contact: Joe Hamlin
Background and/or Reason for Change Order Request:	Move remaining \$19,863.97 from Line 4 to Line 3 and increase Line 3 by \$11,405.53 to cover true-up costs for 2025. New Line 3 total of \$1,330,719.34.		
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	\$287.57
C	Current contract amount (A + B)	\$3,838,637.09
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$11,405.53
E	New contract amount (C + D)	\$3,850,042.62
F	Percent of current contract value this Change Order represents (D / C)	0.30%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.30%

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	Oct 17, 2024	<u>RAB</u>	5064	10/17/2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	<u>10/23/2024</u>	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		