consent
PW 8/19
CB 8/26

Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 1, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 6086-0001 SERV	**Original Purchase Order Date:** Oct 1, 2022	**Change Order #:** 3	**Department:** Facilities Management
Vendor Name: Brightly Software, Inc.		**Vendor #:** 22932	**Dept Contact:** Mary Ventrella

Background and/or Reason for Change Order Request: Increase contract from $74,340.34 to $78,275.92; Line #4 1000-1100-53807 $3,935.58, and extend contract expiration date from 09/30/25 to 11/30/25.

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	$74,340.34
B	Net $ change for previous Change Orders	$0.00
C	Current contract amount (A + B)	$74,340.34
D	Amount of this Change Order ☒ Increase ☐ Decrease	$3,935.58
E	New contract amount (C + D)	$78,275.92
F	Percent of current contract value this Change Order represents (D / C)	5.29%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	5.29%

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: Sep 30, 2025 to: Nov 30, 2025

☒ Increase ≥ $2,500.00, or ≥ 10%, of current contract amount ☒ Funding Source 1000-1100-53807

☐ OTHER - explain below:

MV	5705	Jul 1, 2025	Signature on File		7/1/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date 8/8/2025
Chief Financial Officer (Decision Memos Over $25,000)	Date	Chairman's Office (Decision Memos Over $25,000)	Date