



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jan 26, 2026

MinuteTraq (IQM2) ID #:

Purchase Order #: 924041/7460-1	Original Purchase Order Date: Dec 1, 2024	Change Order #: 1	Department: ETSB
Vendor Name: Motorola Solutions Inc.		Vendor #: 10115	Dept Contact: Eve Kraus
Background and/or Reason for Change Order Request:	This change order #1 to PO 924041/7460-1 is needed to decrease the encumbrance and close out the contract, which expired on 11/30/25. No future invoices will be applied towards this contract.		
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	\$75,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$75,000.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$32,812.54)
E	New contract amount (C + D)	\$42,187.46
F	Percent of current contract value this Change Order represents (D / C)	-43.75%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-43.75%

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 $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____	
☐ OTHER - explain below: _____	

ek	630-550-7743	Jan 26, 2026	LMZ	630-878-2509	Jan 26, 2026
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



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Date: Jan 26, 2026

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 921021/5164-1	Original Purchase Order Date: Apr 28, 2021	Change Order #: 4	Department: ETSB
Vendor Name: AT&T Inc.		Vendor #: 10008	Dept Contact: Eve Kraus
Background and/or Reason for Change Order Request:	This change order #4 to PO 921021/5164-1 is needed to decrease the encumbrance and close out the contract, which expired on 4/27/24. No future invoices will be applied towards this contract.		
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	\$363,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$363,000.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$41,391.13)
E	New contract amount (C + D)	\$321,608.87
F	Percent of current contract value this Change Order represents (D / C)	-11.40%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-11.40%

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 $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below:

ek	630-550-7743	Jan 26, 2026	LMZ <i>AKD</i>	630-878-2509	Jan 26, 2026
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	2/2/2026	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



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Date: Jan 26, 2026

MinuteTraq (IQM2) ID #:

Purchase Order #: 920114/4375-1	Original Purchase Order Date: Nov 9, 2020	Change Order #: 1	Department: ETSB
Vendor Name: Rave Mobile Safety		Vendor #: 10485	Dept Contact: Eve Kraus
Background and/or Reason for Change Order Request:	This change order #5 to PO 920114/4375-1 is needed to decrease the encumbrance and close out the contract, which expired on 3/21/21. No future invoices will be applied towards this contract.		
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	\$598,500.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$598,500.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$478,800.00)
E	New contract amount (C + D)	\$119,700.00
F	Percent of current contract value this Change Order represents (D / C)	-80.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-80.00%
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 $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____	
☐ OTHER - explain below:	

ek	630-550-7743	Jan 26, 2026	LMZ <i>LMZ</i>	630-878-2509	Jan 26, 2026
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



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Date: Jan 26, 2026

MinuteTraq (IQM2) ID #:

Purchase Order #: 920153/4951-1	Original Purchase Order Date: Nov 9, 2020	Change Order #: 5	Department: ETSB
Vendor Name: Motorola Solutions Inc.		Vendor #: 10115	Dept Contact: Eve Kraus
Background and/or Reason for Change Order Request:	This change order #5 to PO 920153/4951-1 is needed to decrease the encumbrance and close out the contract, which expired on 11/30/25. No future invoices will be applied towards this contract.		

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	\$448,860.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$448,860.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$124,606.00)
E	New contract amount (C + D)	\$324,254.00
F	Percent of current contract value this Change Order represents (D / C)	-27.76%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-27.76%

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 $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source
- ☐ OTHER - explain below:

ek	630-550-7743	Jan 26, 2026	LMZ	630-878-2509	Jan 26, 2026
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		