

TEC Only 2/3



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jan 28, 2026

MinuteTraq (IQM2) ID #: 26-0398

Purchase Order #: 7707-1-SERV	Original Purchase Order Date: May 19, 2025	Change Order #: 2	Department: IT / HR
Vendor Name: Kinsey & Kinsey Inc.		Vendor #: 25832	Dept Contact: Roy Clancy / Chris Clevenger
Background and/or Reason for Change Order Request:	Request to add 88 hours to this contract in a new line - account 6000-1225-53020 - for a total increase of \$15,400.		
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	\$14,525.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$14,525.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$15,400.00
E	New contract amount (C + D)	\$29,925.00
F	Percent of current contract value this Change Order represents (D / C)	106.02%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	106.02%

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	Jan 28, 2026	<u>RAB</u> <small>RAB</small>	5064	01/29/2026
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		