

JPS 1/16
F1+OB 1/23



Request for Change Order
Procurement Services Division

Attach copies of all prior Change Orders

Date: Jan 8, 2024

MinuteTraq (IQM2) ID #: JPS-CO-0001-24

Purchase Order #: 2846-0001 SERV	Original Purchase Order Date: Nov 14, 2017	Change Order #: 6	Department: Public Defender
Vendor Name: Journal Technologies, Inc.	Vendor #: 27873	Dept Contact: Melissa Buckardt	
Background and/or Reason for Change Order Request:	Increase contract by \$38,055.01 and add to Line 9 (from \$101,957.50 to \$140,012.51).		
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	\$747,700.00
B	Net \$ change for previous Change Orders	\$83,857.00
C	Current contract amount (A + B)	\$831,557.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$38,055.01
E	New contract amount (C + D)	\$869,612.01
F	Percent of current contract value this Change Order represents (D / C)	4.58%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	16.30%

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 1000-6300-53807

OTHER - explain below: _____

MB	8303	Jan 9, 2024	JRY	8302	Jan 9, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>JCA</i>		Procurement Officer	Date <u>1/9/24</u>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date	