



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

JPS 4/16  
FI + CB 4/23

Date: Apr 4, 2024

MinuteTraq (IQM2) ID #: JPS-CO-0003-24

<b>Purchase Order #:</b> 2846-1-SERV	<b>Original Purchase Order Date:</b> Nov 14, 2017	<b>Change Order #:</b> 8	<b>Department:</b> Public Defender
<b>Vendor Name:</b> Journal Technologies, Inc		<b>Vendor #:</b> 27873	<b>Dept Contact:</b> Melissa Buckardt
<b>Background and/or Reason for Change Order Request:</b>	Add line 13 (New Pretrial Case Configurations) 1000-6300-53807 for \$10,000.00 Increase contract by \$10,000.00		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- ☒ (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	\$869,612.01
B	Net \$ change for previous Change Orders	\$437.37
C	Current contract amount (A + B)	\$870,049.38
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$10,000.00
E	New contract amount (C + D)	\$880,049.38
F	Percent of current contract value this Change Order represents (D / C)	1.15%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	1.20%
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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input checked="" type="checkbox"/> Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount <input checked="" type="checkbox"/> Funding Source 1000-6300-53807	
<input type="checkbox"/> OTHER - explain below:	

MB	8303	Apr 4, 2024	JRY	8302	Apr 4, 2024
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		