

TEC 3/18
FI+OB 3/25



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Feb 12, 2025

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6946-1-SERV	Original Purchase Order Date: Apr 1, 2024	Change Order #: 2	Department: IT
Vendor Name: Insight Public Sector, Inc.		Vendor #: 10809	Dept Contact: Joe Hamlin
Background and/or Reason for Change Order Request:	Add a new line against 1000-1110-53807 and increase the contract by \$16,488.45 for additional cloud storage.		
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	\$374,718.84
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$374,718.84
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$16,488.45
E	New contract amount (C + D)	\$391,207.29
F	Percent of current contract value this Change Order represents (D / C)	4.40%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	4.40%

DECISION MEMO NOT REQUIRED			
<input type="checkbox"/> Cancel entire order	<input type="checkbox"/> Close Contract	<input type="checkbox"/> Contract Extension (29 days)	<input type="checkbox"/> Consent Only
<input type="checkbox"/> Change budget code from: _____ to: _____			
<input type="checkbox"/> Increase/Decrease quantity from: _____ to: _____			
<input type="checkbox"/> Price shows: _____ should be: _____			
<input type="checkbox"/> Decrease remaining encumbrance and close contract	<input type="checkbox"/> Increase encumbrance and close contract	<input type="checkbox"/> Decrease encumbrance	<input type="checkbox"/> Increase encumbrance

DECISION MEMO REQUIRED	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	<input type="checkbox"/> Funding Source: _____
<input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount	
<input type="checkbox"/> OTHER - explain below:	
<div style="border: 1px solid black; width: 100%;"></div>	

SJG	5037	Feb 12, 2025	<i>RAB</i>	5064	02/12/2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date		
		<i>[Signature]</i>	<i>2/14/2025</i>		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		