



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 1, 2025

MinuteTraq (IQM2) ID #: JPS-CO-0004-25

| | | | |
|---|---|------------------------|---------------------------------------|
| Purchase Order #: 7281-1-SERV | Original Purchase Order Date: Aug 15, 2024 | Change Order #: | Department: Colleen Zbilski |
| Vendor Name: AT&T Mobility | | Vendor #: 10009 | Dept Contact: Sheriff's Office |
| Background and/or Reason for Change Order Request: | Add line 5 and increase by \$30,000.00 for FY25-1000-4404-52100-IT Equipment, add line 6 and increase by \$30,00.00 for FY26-1000-4404-52100-IT Equipment and add line 7 and increase by \$15,000.00 for FY27-1000-4404-52100-IT Equipment. New contract total \$479,000.00 | | |
| 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 \$404,000.00 |
| B | Net \$ change for previous Change Orders |
| C | Current contract amount (A + B) \$404,000.00 |
| D | Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease \$75,000.00 |
| E | New contract amount (C + D) \$479,000.00 |
| F | Percent of current contract value this Change Order represents (D / C) 18.56% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) 18.56% |

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:

| | | | | | |
|------------------------------------|------------|--------------------------------|-------------------------------------|------------|-------------------|
| CZ _____ | 2122 _____ | Apr 1, 2025 _____ | CZ _____ | 2122 _____ | Apr 1, 2025 _____ |
| 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 _____ | Date _____ | Chairman's Office _____ | Date _____ | | |
| (Decision Memos Over \$25,000) | | (Decision Memos Over \$25,000) | | | |