



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: May 24, 2024

MinuteTraq (IQM2) ID #: PS-CO-0006-24

<b>Purchase Order #:</b> 5308-1-SERV	<b>Original Purchase Order Date:</b> May 25, 2021	<b>Change Order #:</b> 5	<b>Department:</b> CIRCUIT COURT CLERK
<b>Vendor Name:</b> LOGICALIS		<b>Vendor #:</b> 12232	<b>Dept Contact:</b> JULIE ELLEFSEN
<b>Background and/or Reason for Change Order Request:</b>	INCREASE MONTHLY AMOUNT FROM \$18,562.36 TO \$20,401.06 FY24 Line 5 reduce line 3 by \$4.20 and line 4 by \$7,529.94 new total \$223,743.22 FY25 line 6 reduce line 4 by \$10,460.76 plus increase in contract by \$11,603.64 new total \$244,812.72 FY26 line 7 increase contract by \$12,870.90 new total \$142,807.42		
<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	\$1,069,690.00
B	Net \$ change for previous Change Orders	\$10,360.68
C	Current contract amount (A + B)	\$1,080,050.68
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$24,474.54
E	New contract amount (C + D)	\$1,104,525.22
F	Percent of current contract value this Change Order represents (D / C)	2.27%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	3.26%
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 ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

JCE	8590	May 24, 2024	KMV	8647	May 24, 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		