



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jan 5, 2017

MinuteTraq (IQM2) ID #: 9012

Purchase Order #: 2093 SERV	Original Purchase Order Date:	Change Order #: 1	Department: Division of Transportation
Vendor Name: Verizon Wireless		Vendor #: 10597	Dept Contact: Eva Hitchcock
Background and/or Reason for Change Order Request:	Cellular/wireless services, as needed for the Division of Transportation. This change order is to increase the contract in the amount of \$32,100.00.		
	Add service line 1500-3510-53260 - \$32,100.00		
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	\$10,500.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$10,500.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$32,100.00
E	New contract amount (C + D)	\$42,600.00
F	Percent of current contract value this Change Order represents (D / C)	305.71%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	305.71%
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)/Decrease contract expiration from: _____ to: _____
- Increase equal to or greater than \$2,500.00, or equal to or greater than 10%, of current contract amount
- OTHER - explain below:

Increase contract and add service lines

emh	6900	Jan 5, 2017	<i>ces</i>		1/6/17
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
<i>LS</i>		1/12/17	<i>JKH</i>		1-12-2017
Buyer		Date	Procurement Officer		Date
<i>RRR</i>		1-13-17			
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date

2017 JAN -6 AM 10:11

RECEIVED

BB