Request for Change Order
Procurement Services Division

Attach copies of all prior Change Orders

Purchase Order #: 3503-0001 SERV
Original Purchase Order Date: Oct 16, 2018
Change Order #: 1

Vendor Name: HOV Services, Inc.
Vendor #: 12100

Department: Circuit Court Clerk
Dept Contact: Kevin Vaske

Background and/or Reason for Change Order Request:
Extension/renewal of contract 3503-0001 SERV with HOV Services, Inc. for up to 6 months, from 12/1/2019-05/31/2020, not to exceed $475,584.50. Contract new total value $1,526,753.50, funded by 1400-6730-53020. This extension is needed to meet the Circuit Court Clerk electronic document requirements while an RFP, bidding and awarding of a new vendor contract award process occurs in early 2020.

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.

<table>
<thead>
<tr>
<th>Increase/Decrease</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Starting contract value</td>
<td>$1,051,169.00</td>
</tr>
<tr>
<td>B Net $ change for previous Change Orders</td>
<td>$0.00</td>
</tr>
<tr>
<td>C Current contract amount (A + B)</td>
<td>$1,051,169.00</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td>$475,584.50</td>
</tr>
<tr>
<td>☒ Increase</td>
<td>☐ Decrease</td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$1,526,753.50</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
<td>45.24%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>45.24%</td>
</tr>
</tbody>
</table>

DEcision Memo Not Required

☐ Cancel entire order
☐ 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: Dec 1, 2019 to: May 31, 2020
☐ Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
☐ Funding Source
☐ OTHER - explain below:

Reviewed By (Initials Only)

Prepared By (Initials): 8579 Phone Ext: Nov 13, 2019 Date: Recommended for Approval (Initials): 8647 Phone Ext: Nov 13, 2019 Date:

BUYER

Chief Financial Officer (Decision Memos Over $25,000)

Date: 11-15-19

Procurement Officer

Date: 11-15-19

Chairman's Office (Decision Memos Over $25,000)

Date: 11-15-19

Rev 1.7
6/25/18