Request for Change Order
Procurement Services Division

Attach copies of all prior Change Orders

Date: Nov 12, 2019

MinuteTraq (IQM2) ID #: 116570

Purchase Order #: 3685-0001 SERV
Original Purchase Order Date: Nov 29, 2018
Change Order #: 1

Department: Circuit Court
Vendor Name: Clausen Miller, PC
Vendor #: 12039
Dept Contact: Lisa Herpel

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Starting contract value</td>
</tr>
<tr>
<td>B</td>
<td>Net 5 change for previous Change Orders</td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
</tr>
</tbody>
</table>

DECISION MEMO NOT REQUIRED

☐ Cancel entire order
☐ Close Contract
☐ Contract Extension (29 days)
☐ Consent Only

☐ Change budget code from:

☐ 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 1000-5900-53000

☐ OTHER - explain below:

Prepared By (Initials) Phone Ext Date Recommended for Approval (Initials) Phone Ext Date

Reviewed By (Initials Only)

Buyer
Date
Procedment Officer
Date

Chief Financial Officer
(Decision Memos Over $25,000)
Date
Chairman's Office
(Decision Memos Over $25,000)
Date