

DOT 2/18  
 FI + CB 2/25 *AB*



**Request for Change Order**  
**Procurement Services Division**  
 Attach copies of all prior Change Orders

Date: Jan 30, 2025

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 4284-1-SERV	<b>Original Purchase Order Date:</b> Dec 3, 2019	<b>Change Order #:</b> 8	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Atlas Engineering Group, Ltd.		<b>Vendor #:</b> 32246	<b>Dept Contact:</b> Kathleen Black Curcio
<b>Background and/or Reason for Change Order Request:</b>	Professional Preliminary/Design Engineering Services, upon request (Various Locations). PO expired 10/31/2024 Section 20-DEENG-04-EG Decrease remaining encumbrance and close contract.		
<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	
B	Net \$ change for previous Change Orders	\$250,000.00
C	Current contract amount (A + B)	
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	\$250,000.00
E	New contract amount (C + D)	(\$56,471.66)
F	Percent of current contract value this Change Order represents (D / C)	\$193,528.34
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-22.59%
		-22.59%

**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: \_\_\_\_\_

Prepared By (Initials)	6892	Jan 30, 2025	Recommended for Approval (Initials)	6910	1/30/25
			<b>REVIEWED BY (Initials Only)</b>		
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		