

PW 8/15
FI & CB 8/22



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

Date: Jul 24, 2023

MinuteTraq (IQM2) ID #:

Purchase Order #: 6335SERV	Original Purchase Order Date: Apr 1, 2023	Change Order #: 2	Department: Public Works
Vendor Name: Kemira Water Solutions, Inc.		Vendor #: 28501	Dept Contact: Amy Arlowe
Background and/or Reason for Change Order Request:	This increase is needed for the chemical Ferric Chloride, which is used at the Knollwood Wastewater Treatment Plant, for the reduction of phosphorus in the final effluent to meet IEPA permit requirements.		
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	\$25,900.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$25,900.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$22,000.00
E	New contract amount (C + D)	\$47,900.00
F	Percent of current contract value this Change Order represents (D / C)	84.94%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	84.94%

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 2000-2555-52330 see b6+
- OTHER - explain below:

FY23 \$11,000.00 FY24 \$11,000.00

<i>Mark</i>	6800	8/1/23	<i>Mark</i>	6800	8/1/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>ACD</i>	Procurement Officer	Date	8/8/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date		Chairman's Office (Decision Memos Over \$25,000)	Date	