



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

consent  
SWM 6/4  
CB 6/11

Date: May 2, 2024

MinuteTraq (IQM2) ID #: 24-1579

<b>Purchase Order #:</b> 6369-1-SERV	<b>Original Purchase Order Date:</b> Apr 11, 2023	<b>Change Order #:</b> 3	<b>Department:</b> Stormwater Management
<b>Vendor Name:</b> Robinson Engineering LTD		<b>Vendor #:</b> 30232	<b>Dept Contact:</b> Alicia Favela-Perez
<b>Background and/or Reason for Change Order Request:</b>	Contract time extension to 11/30/24 and update Exhibit C contract rates. Rates have been modified to reflect current rates of the consultant staff, including the maximum allowable rate under DuPage County's current policies. There is no change in the contract amount.		
<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	\$95,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$95,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New contract amount (C + D)	\$95,000.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

### 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: Jun 29, 2024 to: Nov 30, 2024
- ☐ Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☐ Funding Source \_\_\_\_\_
- ☒ OTHER - explain below:

Update Exhibit C

afp	6698	May 2, 2024	<i>SA</i>	6676	05.21.24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<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		