Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 20, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 5876-1-SERV	Original Purchase Order Date: Jun 14, 2022	Change Order #: 2	Department: Division of Transportation
Vendor Name: Chicago Testing Laboratory, Inc.		Vendor #: 11033	Dept Contact: Kathleen Black Curcio

Background and/or Reason for Change Order Request:	Professional Geotechnical and Materials Engineering Services, (Various Locations), Section# 22-RSURV-07-EG. Extend current contract expiration date to November 30, 2024 and last invoice date to June 30, 2025. No change in contract encumbrance.

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.
- [x] (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE

A	Starting contract value	$50,000.00
B	Net $ change for previous Change Orders	
C	Current contract amount (A + B)	$50,000.00
D	Amount of this Change Order ☐ Increase ☐ Decrease	
E	New contract amount (C + D)	$50,000.00
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)
- [x] 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

- [x] Increase (greater than 29 days) contract expiration from: Nov 30, 2023   to: Nov 30, 2024
- [ ] Increase ≥ $2,500.00, or ≥ 10%, of current contract amount   ☐ Funding Source _____
- [ ] OTHER - explain below:

kbc	6892	Oct 20, 2023	↙↙↙		10/21/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

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