

Consent  
SWM 12/3  
CB 12/10



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

Date: Oct 15, 2024

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

Purchase Order #: 6887-0001-SERV	Original Purchase Order Date: Feb 13, 2024	Change Order #: 1	Department: Stormwater Management
Vendor Name: Atlas Engineering Group, Ltd.		Vendor #: 32246	Dept Contact: Jamie Lock

**Background and/or Reason for Change Order Request:** Time Extension - The Stormwater Management Department periodically requires assistance from a professional land surveyor to assist with the department's responsibilities including facility inspection, design, and layout. There are ongoing tasks under the current contract that will not be complete by the contract expiration. Extending the contract will allow for the department to utilize the remaining funds on ongoing projects without delay to their progress. There is no change to the contract amount.

**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	\$50,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$50,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
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)
- 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: Nov 30, 2024 to: Nov 30, 2025
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:

\_\_\_\_\_

JCL	6075	Oct 15, 2024		6676	11.19.24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

**REVIEWED BY (Initials Only)**

Buyer	Date	Procurement Officer	Date <u>11/20/2024</u>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date