



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 26, 2023

MinuteTraq (IQM2) ID #:

Consent  
PW 10/17  
CB 10/24

|   |   |                          |                                      |
|---|---|--------------------------|--------------------------------------|
| <b>Purchase Order #:</b> 5115SERV                         | <b>Original Purchase Order Date:</b> Feb 9, 2021  | <b>Change Order #:</b> 2 | <b>Department:</b> Public Works      |
| <b>Vendor Name:</b> Hampton, Lenzini, and Renwick INC     |   | <b>Vendor #:</b> 12021   | <b>Dept Contact:</b> Sandra Martinez |
| <b>Background and/or Reason for Change Order Request:</b> | Extend contract to 11/30/24 in order to continue to provide on-call professional engineering services for water and sewer infrastructure for the DuPage County Public Works Department. No change in contract total |                          |                                      |
| <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  |             |
| C                 | Current contract amount (A + B)   | \$95,000.00 |
| D                 | Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease |             |
| 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: Nov 30, 2023 to: Nov 30, 2024
- ☐ Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☐ Funding Source \_\_\_\_\_
- ☐ OTHER - explain below:

|   |           |         |   |           |          |
|---|-----------|---------|---|-----------|----------|
| <i>mwk</i>  | x 6800    | 10/5/23 | <i>mwk</i>  | x 6800    | 10/5/23  |
| Prepared By (Initials)                                    | Phone Ext | Date    | Recommended for Approval (Initials)                 | Phone Ext | Date     |
| <b>REVIEWED BY (Initials Only)</b>                        |           |         |   |           |          |
| Buyer   |           | Date    | Procurement Officer                                 |           | Date     |
|   |           |         | <i>med</i>  |           | 10/10/23 |
| Chief Financial Officer<br>(Decision Memos Over \$25,000) |           | Date    | Chairman's Office<br>(Decision Memos Over \$25,000) |           | Date     |