

DOT 3/19  
FI + CB 3/26



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 6, 2024

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

<b>Purchase Order #:</b> 4038-1-SERV	<b>Original Purchase Order Date:</b> Aug 14, 2019	<b>Change Order #:</b> 6	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Civiltech Engineering, Inc.		<b>Vendor #:</b> 10621	<b>Dept Contact:</b> Kathleen Black Curcio
<b>Background and/or Reason for Change Order Request:</b>	Professional Preliminary Engineering Services for improvements along Belmont/Finley Road at Ogden Avenue and Cross Street, Section# 19-00173-06-CH. Increase LN3 (1500-3550-54040) by \$146,057.22. Revised Exhibit C's and Direct Cost Sheets for prime and subs.		
<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	\$259,167.17
B	Net \$ change for previous Change Orders	\$57,128.87
C	Current contract amount (A + B)	\$316,296.04
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$146,057.22
E	New contract amount (C + D)	\$462,353.26
F	Percent of current contract value this Change Order represents (D / C)	46.18%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	78.40%

**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 \_\_\_\_\_

OTHER - explain below: \_\_\_\_\_

kbc <i>[Signature]</i>	6892	Mar 6, 2024	WCE	6890	3/6/2024
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		