



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 20, 2023

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

<b>Purchase Order #:</b> 5635-1-SERV	<b>Original Purchase Order Date:</b> Jan 11, 2022	<b>Change Order #:</b> 2	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Singh & Associates, Inc.		<b>Vendor #:</b> 38961	<b>Dept Contact:</b> Kathleen Black Curcio
<b>Background and/or Reason for Change Order Request:</b>	Professional Traffic Signal Design Engineering Services, (Various Locations), Section# 21-TSENG-03-EG. Extend contract expiration date to June 30, 2025 and last invoice allowed date to November 30, 2025. No change in contract encumbrance.		
<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	\$400,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$400,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$400,000.00
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: Jun 30, 2025
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount       Funding Source \_\_\_\_\_
- OTHER - explain below:  
\_\_\_\_\_

kbc	6892	Oct 20, 2023	<u>LLS</u>		<u>10/23/23</u>
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