



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
DOT 6/4
CB 6/11

kbc
2/8

Date: May 20, 2024

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 5808-1-SERV	Original Purchase Order Date: May 10, 2022	Change Order #: 2	Department: Division of Transportation
Vendor Name: Atlas Engineering Group, LTD			Dept Contact: Kathleen Black Curcio
Vendor #: 32246			
Background and/or Reason for Change Order Request:	Professional Structural Engineering Services, upon request, (Various Locations), Section #22-STENG-04-EG Extend contract expiration date to May 31, 2025, and last invoice allowed date to Nov 30, 2025.		
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	\$350,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$350,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$350,000.00
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	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Nov 30, 2024 to: May 31, 2025	
<input type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

kbc	6892	May 20, 2024	WCE	6890	5/21/2024
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		