



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 24, 2023

MinuteTraq (IQM2) ID #:

DOT 4/4  
CB 4/11

<b>Purchase Order #:</b> 5797-SERV	<b>Original Purchase Order Date:</b> Mar 24, 2023	<b>Change Order #:</b> 1	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Northern Contracting		<b>Vendor #:</b> 30616	<b>Dept Contact:</b> Ying Liu Almanza
<b>Background and/or Reason for Change Order Request:</b>	To furnish, deliver, repair and install guardrail for the period for the period 05/12/2022 - 05/11/2023. Increase LN2 \$15,000 to replace guardrails.		
<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	\$29,900.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$29,900.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$15,000.00
E	New contract amount (C + D)	\$44,900.00
F	Percent of current contract value this Change Order represents (D / C)	50.17%
G	Cumulative percent of all Change Orders (B+D/A): (60% maximum on construction contracts)	50.17%
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

<b>DECISION MEMO REQUIRED</b>	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input checked="" type="checkbox"/> Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount <input checked="" type="checkbox"/> Funding Source 1500-3510-53320	
<input type="checkbox"/> OTHER - explain below:	

yla	6911	Mar 24, 2023	LLS	3/24/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
<b>REVIEWED BY (Initials Only)</b>				
Buyer	Date	Procurement Officer	Date	3/27/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	