

Consent
DOT 10/7
OB 10/14
kbc



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 18, 2025

MinuteTraq (IQM2) ID #: 25-2346

Purchase Order #: 5214-1-SERV	Original Purchase Order Date: Apr 16, 2021	Change Order #: 2	Department: Division of Transportation
Vendor Name: Stanley Consultants, Inc.		Vendor #: 11063	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Professional Phase III Construction Engineering Services, upon request (Various Locations), expiration date 06.30.23 Section 21-CENGR-09-EG Decrease remaining encumbrance and close contract.		
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	\$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 checked="" type="checkbox"/> Decrease	(\$91,334.04)
E	New contract amount (C + D)	\$308,665.96
F	Percent of current contract value this Change Order represents (D / C)	-22.83%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-22.83%

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 \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
☐ OTHER - explain below:

kbc	6892	Sep 18, 2025	<i>SMP</i>	6910	9/24/25
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		