



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 19, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6059-1-SERV	Original Purchase Order Date: Oct 11, 2022	Change Order #: 5	Department: Division of Transportation
Vendor Name: GRAEF-USA, Inc.		Vendor #: 11549	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Professional Surveying Services, upon request, (Various Locations), for the Division of Transportation, Facilities Management and Public Works. Section# 22-RSURV-07-EG. Extend current contract expiration date to June 30, 2024 and last invoice date to November 30, 2024. No change in contract encumbrance.		
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	\$100,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$100,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$100,000.00
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, 2024

Increase \geq \$2,500.00, or \geq 10%, of current contract amount Funding Source _____

OTHER - explain below:

kbc	6892	Oct 19, 2023	<i>WS</i>		<i>10/19/23</i>
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		