



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jan 17, 2024

MinuteTraq (IQM2) ID #:

Purchase Order #: 4818SERV	Original Purchase Order Date: Aug 25, 2020	Change Order #: 6	Department: Public Works
Vendor Name: Donohue & Associates, Inc.		Vendor #: 34391	Dept Contact: Drew J. Cormican
Background and/or Reason for Change Order Request:	Decrease contract by (\$13,229.51). New contract total is \$3,186,770.49, due to the contract expiring.		
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	\$3,200,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$3,200,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$13,229.51)
E	New contract amount (C + D)	\$3,186,770.49
F	Percent of current contract value this Change Order represents (D / C)	-0.41%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-0.41%

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

<i>Due</i>		<i>1/17/24</i>	<i>MWK</i>	<i>x6800</i>	<i>1/24/24</i>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
			<i>HCW</i>		<i>1/29/24</i>
Buyer	Date	Procurement Officer		Date	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date	