



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 21, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 6311-1-SERV	<b>Original Purchase Order Date:</b> Mar 1, 2023	<b>Change Order #:</b> 2	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Christopher B. Burke Engineering		<b>Vendor #:</b> 10234	<b>Dept Contact:</b> Kathleen Black Curcio
<b>Background and/or Reason for Change</b>	Phase II - Professional Design Engineering Services for 63rd Street (from Suffield Court to Americana Drive). Section No. 20-00288-05-TL		
<b>Order Request:</b>	Extend current contract expiration date to October 31, 2025 and last invoice date to May 31, 2026.		
<b>Order Request:</b> 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	\$254,905.15
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$254,905.15
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$254,905.15
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: Jun 30, 2025 to: Oct 31, 2025
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:

\_\_\_\_\_

kbc	6892	Oct 21, 2024	<i>SMJ</i>	6910	10/23/24
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