



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 5, 2024

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 5466SERV	Original Purchase Order Date: Aug 24, 2021	Change Order #: 4	Department: Public Works
Vendor Name: J Congdon Sewer Services		Vendor #: 38587	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Decrease line 1 2000-2640-54080 by (\$23,160.81). Decrease line 2 2000-2640-54080 by (\$73,182.69) 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	\$805,009.63
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$805,009.63
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$96,343.50)
E	New contract amount (C + D)	\$708,666.13
F	Percent of current contract value this Change Order represents (D / C)	-11.97%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-11.97%

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: _____

<u>Dse</u>		<u>4/5/24</u>	<u>mp</u>		<u>4/5/2024</u>
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