

DEV 9/17
FI+CB 9/24



Request for Change Order
Procurement Services Division
 Attach copies of all prior Change Orders

Date: Aug 26, 2024
 MinuteTraq (IQM2) ID #: _____

Purchase Order #: 4673-0001 SERV	Original Purchase Order Date: Jun 23, 2020	Change Order #: 3	Department: Building & Zoning
Vendor Name: Accela Inc	Vendor #: 23818		Dept Contact: Marla Flynn
Background and/or Reason for Change Order Request:	Add two (2) additional seats for Building & Zoning for Permitting software.		
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	\$917,541.91
B	Net \$ change for previous Change Orders	\$47,967.88
C	Current contract amount (A + B)	\$965,509.79
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$4,354.20
E	New contract amount (C + D)	\$969,863.99
F	Percent of current contract value this Change Order represents (D / C)	0.45%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	5.70%

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 1100-2810-53806 Line 2

OTHER - explain below: _____

Prepared By (Initials)	6789	9/3/24	Recommended for Approval (Initials)	6/43	9/3/24
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	