



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 25, 2023

MinuteTraq (IQM2) ID #:

Consent
DOT 5/16
CB 5/23

Purchase Order #: 5299-1-SERV	Original Purchase Order Date: Jun 8, 2021	Change Order #: 2	Department: Division of Transportation
Vendor Name: A. Epstein & Sons International, Inc.		Vendor #: 11,902	Dept Contact: John Loper
Background and/or Reason for Change Order Request:	Professional Engineering Services to establish a DuPage County Trails Plan, Section #21-DCTRP-00-EG Extend contract expiration date to Jun 30, 2024, and last invoice allowed date to Nov 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	\$299,646.34
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$299,646.34
D	Amount of this Change Order ☐ Increase ☐ Decrease	
E	New contract amount (C + D)	\$299,646.34
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, 2023 to: Jun 30, 2024
- ☐ Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below: _____

kbc	6892	Apr 25, 2023	WLS	4/27/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	5/2/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	