



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Consent  
ENV 10/1  
CB 10/18

Date: Sep 3, 2024

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

<b>Purchase Order #:</b> 6304-0001 SERV	<b>Original Purchase Order Date:</b> Feb 14, 2023	<b>Change Order #:</b> 2	<b>Department:</b> B & Z - Environmental Div
<b>Vendor Name:</b> Aptim Corp. DBA Aptim Environmental & Infrastructure LLC		<b>Vendor #:</b> 39542	<b>Dept Contact:</b> Joy Hinz
<b>Background and/or Reason for Change Order Request:</b>	To decrease remaining contract amount and close. Contract expired.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (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	\$50,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$50,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$16,810.47)
E	New contract amount (C + D)	\$33,189.53
F	Percent of current contract value this Change Order represents (D / C)	-33.62%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-33.62%

### 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:

MF	6789	Sep 3, 2024	JH	6753	Sep 3, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		

*JH*  
9/3/2024