



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

23-3582 on 11/7/23 TC
bid # 21-094-20T

DOT 412
FI + CB 419

Date: Mar 19, 2024

MinuteTraq (IQM2) ID #:

| | | | |
|---|--|--------------------------|--|
| Purchase Order #: 6706-SERV | Original Purchase Order Date: Jan 1, 2024 | Change Order #: 1 | Department: Transportation |
| Vendor Name: HazChem Environmental Corp. | | Vendor #: 28186 | Dept Contact: Roula Eikosidekas |
| Background and/or Reason for Change Order Request: | DOT is requesting a change order to increase (FY24-LN1-1500-3510-53830) to the current contract for HazChem, our Hazardous Materials response and remediation contractor. Due to an unforeseen incident, DOT has nearly exhausted all funds for this contract. DOT expects that approval of this change order will provide enough funds to utilize additional emergency services should the need arise through the remainder of the contract term. | | |
| 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 | \$29,000.00 |
| B | Net \$ change for previous Change Orders | |
| C | Current contract amount (A + B) | \$29,000.00 |
| D | Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease | \$25,000.00 |
| E | New contract amount (C + D) | \$54,000.00 |
| F | Percent of current contract value this Change Order represents (D / C) | 86.21% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | 86.21% |

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 \geq \$2,500.00, or \geq 10%, of current contract amount ☒ Funding Source 1500-3510-53830
☐ OTHER - explain below:

| | | | | | |
|---|-----------|---|-------------------------------------|-----------|-----------|
| RE | 6920 | Mar 19, 2024 | WCE | 6890 | 3/20/2024 |
| 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 | | |