

DOT Only 10/3
10/3/23 7 c



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 1, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6490-SERV	Original Purchase Order Date: May 26, 2023	Change Order #: 2	Department: Division of Transportation
Vendor Name: Elmhurst Chicago Stone	Vendor #: 10031		Dept Contact: Ying Liu Almanza
Background and/or Reason for Change Order Request:	To dispose of clean construction demolition debris and uncontaminated soil for DOT for the period 06/21/23 - 03/31/24. Increase FY23 - LN1\$5,140.00 to pay off the final invoice.		
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	\$15,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$15,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$5,140.00
E	New contract amount (C + D)	\$20,140.00
F	Percent of current contract value this Change Order represents (D / C)	34.27%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	34.27%
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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input checked="" type="checkbox"/> Funding Source <u>100-1500-3510-53810</u>	
<input type="checkbox"/> OTHER - explain below: _____	

yla	6911	Sep 1, 2023	<i>LWS</i>	9/21/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date	<i>ACW</i>	Procurement Officer	Date
				9/25/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	