

Consent  
SWM 11/5  
OB 11/12



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

Date: Oct 18, 2024  
MinuteTraq (IQM2) ID #: \_\_\_\_\_

Purchase Order #: 6815-0001-SERV	Original Purchase Order Date: Dec 12, 2023	Change Order #: 1	Department: Stormwater Management
Vendor Name: WBK Engineering LLC	Vendor #: 12800	Dept Contact: Jamie Lock	
<b>Background and/or Reason for Change Order Request:</b>	Time Extension - There are ongoing tasks under the current contract that will not be complete by the contract expiration. Extending the contract will allow for the department to utilize the remaining funds on ongoing projects without delay to their progress. There is no change in the contract amount.		
<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 <span style="float:right">\$70,000.00</span>
B	Net \$ change for previous Change Orders <span style="float:right">\$0.00</span>
C	Current contract amount (A + B) <span style="float:right">\$70,000.00</span>
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <span style="float:right">\$0.00</span>
E	New contract amount (C + D) <span style="float:right">\$70,000.00</span>
F	Percent of current contract value this Change Order represents (D / C) <span style="float:right">0.00%</span>
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) <span style="float:right">0.00%</span>

**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: Nov 30, 2024 to: Nov 30, 2025

Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount     
  Funding Source \_\_\_\_\_

OTHER - explain below: \_\_\_\_\_

JCL	6705	Oct 18, 2024		6676	10.22.24
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		