



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

Consent
PW 5/21
CB 5/28

Date: May 6, 2024
MinuteTraq (IQM2) ID #: 24-1523

Purchase Order #: 5186-0001 SERV	Original Purchase Order Date: Apr 1, 2021	Change Order #: 1	Department: Facilities Management
Vendor Name: AEP Energy, Inc.		Vendor #: 37389	Dept Contact: Tim Harbaugh
Background and/or Reason for Change Order Request:	Extend contract to August 31, 2024.		
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	\$8,414,197.88
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$8,414,197.88
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New contract amount (C + D)	\$8,414,197.88
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	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Apr 30, 2024 to: Aug 31, 2024	
<input type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

CF	5665	May 6, 2024	<i>H M/K</i>	*6800	5/6/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
			<i>8</i>	5/13/2024	
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		