

PW 8/20  
 FI + CB 8/27



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 1, 2024

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

Purchase Order #: 5312SERV	Original Purchase Order Date: Jun 8, 2021	Change Order #: 4	Department: Public Works
Vendor Name: COMMONWEALTH EDISON COMPANY	Vendor #: 10023	Dept Contact: Drew J. Cormican	

**Background and/or Reason for Change Order Request:** Increase contract total by \$10,000.00. Increase line 1 2000-2555-53210 by \$10,000.00.

**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	\$1,168,000.00
B	Net \$ change for previous Change Orders	\$300,000.00
C	Current contract amount (A + B)	\$1,468,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$10,000.00
E	New contract amount (C + D)	\$1,478,000.00
F	Percent of current contract value this Change Order represents (D / C)	0.68%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	26.54%

**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:

\_\_\_\_\_

Prepared By (Initials) <u>[Redacted]</u>	Phone Ext _____	Date <u>8/1/24</u>	Recommended for Approval (Initials) <u>[Redacted]</u>	Phone Ext _____	Date <u>8/1/2024</u>
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**REVIEWED BY (Initials Only)**

Buyer _____	Date _____	Procurement Officer <u>[Signature]</u>	Date <u>8/12/2024</u>
Chief Financial Officer (Decision Memos Over \$25,000) _____	Date _____	Chairman's Office (Decision Memos Over \$25,000) _____	Date _____