

Consent
DOT 11/15
OB 11/12

kb



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

Date: Oct 21, 2024

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 5618-1-SERV	Original Purchase Order Date: Jan 11, 2022	Change Order #: 6	Department: Division of Transportation
Vendor Name: Baxter & Woodman, Inc.		Vendor #: 12605	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Professional Various Design Engineering Services, Section #21-DEENG-05-EG Extend contract expiration date to October 31, 2025 and last invoice allowed date to May 31, 2026. No change in contract encumbrance.		

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	\$1,500,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$1,500,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$1,500,000.00
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

- Increase (greater than 29 days) contract expiration from: Nov 30, 2024 to: Oct 31, 2025
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source _____
- OTHER - explain below:

kbc	6892	Oct 21, 2024	<u>SMJ</u>	6910	10/23/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	<u>10/29/2024</u>	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		