



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
SWM 6/14
CB 6/11

Date: May 8, 2024

MinuteTraq (IQM2) ID #: 24-1511

Purchase Order #: 7060-1-SERV	Original Purchase Order Date: May 9, 2023	Change Order #: 1	Department: Stormwater Management
Vendor Name: Village of Downers Grove		Vendor #: 10128	Dept Contact: Alicia Favela Perez
Background and/or Reason for Change Order Request:	Time extension through November 30, 2024, there is no change in the contract amount.		
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	\$19,275.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$19,275.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New contract amount (C + D)	\$19,275.00
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: Jun 30, 2024 to: Nov 30, 2024
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source _____
- OTHER - explain below:

afp	6698	May 8, 2024		6676	05.14.2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date		Procurement Officer	Date <u>5/16/2024</u>
Chief Financial Officer		Date	Chairman's Office	(Decision Memos Over \$25,000)	Date