



**Request for Change Order**  
**Procurement Services Division**

Attach copies of all prior Change Orders

Consent  
 DOT 1/7  
 CB 1/14

kbc  
 12/5/24

Date: Dec 4, 2024

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

<b>Purchase Order #:</b> 5393-1-SERV	<b>Original Purchase Order Date:</b> Dec 3, 2019	<b>Change Order #:</b> 1	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> WSP USA, Inc.		<b>Vendor #:</b> 28067	<b>Dept Contact:</b> Kathleen (Black) Curcio
<b>Background and/or Reason for Change Order Request:</b>	Professional Environmental Screening Services upon request, for the DOT/FM/PW, through 11/30/21. Section #19-ENVMT-06-EG Decrease remaining encumbrance and close contract.		
<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	\$105,553.51
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$105,553.51
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$34,722.46)
E	New contract amount (C + D)	\$70,831.05
F	Percent of current contract value this Change Order represents (D / C)	-32.90%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-32.90%
<b>DECISION MEMO NOT REQUIRED</b>		

- Cancel entire order
- 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
- Close Contract
- Contract Extension (29 days)
- Consent Only

DECISION MEMO REQUIRED	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

kbc	6892	Dec 4, 2024	<i>SM</i>	6910	12/5/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer		Date	<i>8</i>	Procurement Officer	12/13/2024
Chief Financial Officer		Date		Chairman's Office	
(Decision Memos Over \$25,000)		Date		(Decision Memos Over \$25,000)	Date