

PW 8/20
FI + OB 8/27



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 30, 2024

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 5482SERV	Original Purchase Order Date: Oct 27, 2021	Change Order #: 4	Department: Public Works
Vendor Name: LAI LTD		Vendor #: 11148	Dept Contact: Drew J. Cormican
Background and/or Reason for Change Order Request:	Increase contract total by \$20,000.00. Increase line 1 2000-2555-52250 by \$20,000.00 to procure valves that have reached end of life for Woodridge WWTP.		
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	\$80,000.00
B	Net \$ change for previous Change Orders	\$2,000.00
C	Current contract amount (A + B)	\$82,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$20,000.00
E	New contract amount (C + D)	\$102,000.00
F	Percent of current contract value this Change Order represents (D / C)	24.39%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	27.50%

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) _____	Phone Ext _____	Date <u>7/30/24</u>	Recommended for Approval (Initials) _____	Phone Ext _____	Date <u>7/31/24</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 _____