

SWM 8/6
FI+CB 8/13



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

Date: Jul 16, 2024
 MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6527-001-SERV	Original Purchase Order Date: Jul 11, 2023	Change Order #: 2	Department: Stormwater Management
Vendor Name: Hey & Associates, Inc.		Vendor #: 10705	Dept Contact: Jamie Lock
Background and/or Reason for Change Order Request:	Increase in contract amount (\$48,205.00) - Staff continues to work with the consultant on final design of several projects identified to use current available State and Federal Funding. During the design and permitting process, additional tasks have been required by the regulatory agencies, requiring additional time, effort, and deliverables for these projects.		
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	\$85,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$85,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$48,205.00
E	New contract amount (C + D)	\$133,205.00
F	Percent of current contract value this Change Order represents (D / C)	56.71%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	56.71%

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 1600-3000-53010

OTHER - explain below: _____

JCL		Jul 16, 2024	<i>[Signature]</i>	6676	07.17.24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

		<i>[Signature]</i>		7/29/24
Buyer	Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date