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

consent PW 11/5 CB 11/12 24-2876

Date: Oct 24, 2024

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 4779SERV	Original Purchase Order Date: Aug 11, 2020	Change Order #: 4	Department: Public Works
Vendor Name: Robinson Engineering		Vendor #: 30232	Dept Contact: Drew Cormican

Background and/or Reason for Change Order Request:	Time extension until 11/30/2024 due to completing current task orders and finalizing invoicing. No change in contract total.

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		$75,000.00
B	Net $ change for previous Change Orders		
C	Current contract amount (A + B)		$75,000.00
D	Amount of this Change Order ☐ Increase ☐ Decrease		
E	New contract amount (C + D)		$75,000.00
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: Aug 10, 2024   to: Nov 30, 2024

☐ Increase ≥ $2,500.00, or ≥ 10%, of current contract amount ☐ Funding Source _____

☐ OTHER - explain below:

	10/24/24		10/24/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date 10/28/2024

Chief Financial Officer (Decision Memos Over $25,000)	Date	Chairman's Office (Decision Memos Over $25,000)	Date