

PW 11/19
FI + OB 11/26



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

Date: Nov 26, 2024

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6416-0001 SERV	Original Purchase Order Date: Nov 9, 2022	Change Order #: 4	Department: Facilities Management
Vendor Name: WSP USA Design, Inc.		Vendor #: 41790	Dept Contact: Tim Harbaugh
Background and/or Reason for Change Order Request:	Amendment to Resolution HHS-P-0305-22 issued to WSP USA Design, Inc. for Professional Architectural and Engineering Design Services for the modernization and upgrade of the Kenneth Moy DuPage Care Center Facility to remove the East wing from scope and decrease the funding in the amount of \$269,673.00, resulting in a final County cost of \$1,536,627.00, a decrease of 14.93%. PARTIAL ARPA ITEM		
	Reduce line 5 \$269,673.00 for new line amount of \$302,131.94.		
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	\$1,806,300.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$1,806,300.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$269,673.00)
E	New contract amount (C + D)	\$1,536,627.00
F	Percent of current contract value this Change Order represents (D / C)	-14.93%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-14.93%

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:

Removing the East wing from the scope and reducing the contract amount by \$269,673.00.

cf	5665	Nov 5, 2024	<i>[Signature]</i>	11/6/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	