Request for Change Order

Procurement Services Division
Attach copies of all prior Change Orders

Date: Oct 17, 2023

MinuteTraq (IQM2) ID #: 23-3395

Purchase Order #: 4880-1-SERV	**Original Purchase Order Date:** Oct 13, 2020	**Change Order #:** 1	**Department:** Stormwater Management
Vendor Name: Pizzo & Associates LTD		**Vendor #:** 32985	**Dept Contact:** Alicia Favela Perez

Background and/or Reason for Change Order Request:	Extend contract to November 30, 2024, there is no change in the contract amount.

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	$14,640.10
B	Net $ change for previous Change Orders	$0.00
C	Current contract amount (A + B)	$14,640.10
D	Amount of this Change Order ☐ Increase ☐ Decrease	$0.00
E	New contract amount (C + D)	$14,640.10
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: Nov 30, 2023   to: Nov 30, 2024

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

☐ OTHER - explain below:

AFP	6698	Oct 17, 2023	[signature]	6676	10.19.23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

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

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

Rev 1.7
6/25/18