

1/21 Comm

Consent
PW 1/21
CB 1/28

Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Dec 30, 2024

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 5115SERV	Original Purchase Order Date: Feb 9, 2021	Change Order #: 3	Department: Public Works
Vendor Name: Hampton, Lenzini & Renwick Inc.		Vendor #: 12021	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Decrease line 1 2000-2555-53010 (\$1,994.80). Decrease line 2 2000-2640-54080 (\$16,989.70) and close contract.		
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	\$95,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$95,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$18,984.50)
E	New contract amount (C + D)	\$76,015.50
F	Percent of current contract value this Change Order represents (D / C)	-19.98%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-19.98%
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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

<u>Dxe</u>	<u>12/30/24</u>	<u>SL</u>	<u>12/31/24</u>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)
REVIEWED BY (Initials Only)			
<u>8</u>	<u>1/6/2025</u>		
Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date