



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 19, 2023

MinuteTraq (IQM2) ID #:

Consent
DOT 5/16
CB 5/23

Purchase Order #: 5763-SERV	Original Purchase Order Date: Mar 25, 2022	Change Order #: 2	Department: Transportation
Vendor Name: Plote Construction		Vendor #: 11199	Dept Contact: Ying Liu Almanza
Background and/or Reason for Change Order Request:	To furnish bituminous paving materials for northwest region of the county (04/14/22 - 03/31/23). Decrease remaining encumbrance and close out 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	\$50,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$50,000.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$26,608.68)
E	New contract amount (C + D)	\$23,391.32
F	Percent of current contract value this Change Order represents (D / C)	-53.22%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-53.22%

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 $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below: _____

yla	6911	Apr 19, 2023	LLL	4/28/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	5/2/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	