

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

DOT 10/21
FI + CB 10/28

Kbc
J8

Date: Oct 3, 2025

File ID #: 25-2489

Purchase Order #: 6853-1-SERV	Original Purchase Order Date: Jan 23, 2024	Change Order #: 6	Department: Division of Transportation Dept. Contact: Kathleen Black Curcio
Vendor Name: Alfred Benesch & Company		Vendor #: 10752	
Action Requested and Reason for Change Order Request: Professional Construction Engineering Services, Geneva Road bridge over the West Branch DuPage River. Section#18-00206-10-BR. This change order to correct scriveners errors contained in change order 5, which was approved by County Board 09/23/25. Correct starting contract value from \$859,364.00 to \$863,321.00; Correct amount of change order from \$138,568.00 to \$138,658.00; Correct new contract amount from 997,932.00 to \$1,001,979.00; and Correct percent of current and cumulative from 16.12% to 16.06%.			

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	\$863,321.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$863,321.00
D	Amount of this Change Order	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease \$138,658.00
E	New Contract Amount (C + D)	\$1,001,979.00
F	Cumulative Change Order Amount (B + D)	\$138,658.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	16.06%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

Cancel Entire Order Close Contract Contract Extension (59 Days) Update Budget Code
 Change Budget Code From: _____ to: _____
 Increase/Decrease Quantity From: _____ to: _____
 Price Shows: 997,932.00 should be: 1,001,979.00 Move Funds Between Lines
 Decrease Remaining Encumbrance and Close Contract Increase Encumbrance and Close Contract Decrease Encumbrance Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

Contract Extension Greater Than 59 Days From _____ to: _____ Cancel Contract
 Cumulative Increase Greater Than \$10,000 (Row 'F' Above) Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

APPROVALS - Initials Only

<u>kbc</u> Prepared By	<u>6892</u> Phone Ext.	<u>Oct 3, 2025</u> Date	<u>SMJ</u> Recommended for Approval	<u>6910</u> Phone Ext.	<u>10/7/25</u> Date
<u>S</u> Reviewed by Procurement Officer	<u>10/9/2025 -</u> Date		<u>Completed by Buyer</u> Date		