

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

DOT 10/21  
FI + CB 10/28

abc  
#8

Date: Oct 3, 2025

File ID #: 25-2489

<b>Purchase Order #:</b> 6853-1-SERV	<b>Original Purchase Order Date:</b> Jan 23, 2024	<b>Change Order #:</b> 6	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Alfred Benesch & Company		<b>Vendor #:</b> 10752	<b>Dept. Contact:</b> Kathleen Black Curcio
<b>Action Requested and Reason for Change Order Request:</b> Professional Construction Engineering Services, Geneva Road bridge over the West Branch DuPage River. Section#18-00206-10-BR. This change order to correct scrivener's 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**

kbc  
Prepared By

6892  
Phone Ext.

Oct 3, 2025  
Date

*SMT*  
Recommended for Approval

6910  
Phone Ext.

10/7/25  
Date

*[Signature]*  
Reviewed by Procurement Officer

10/9/2025  
Date

Completed by Buyer

Date