

PW 9/3  
FI + CB 9/10



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 7, 2024

MinuteTraq (IQM2) ID #: N/A

<b>Purchase Order #:</b> 6635SERV	<b>Original Purchase Order Date:</b> Nov 1, 2023	<b>Change Order #:</b> 1	<b>Department:</b> Public Works
<b>Vendor Name:</b> Polydyne Inc	<b>Vendor #:</b> 11394		<b>Dept Contact:</b> Drew J. Cormican
<b>Background and/or Reason for Change Order Request:</b>	Increase contract total by \$90,000.00. Increase line 2 2000-2555-52330 by \$90,000.00 to supply polymer at both Woodridge and Knollwood Wastewater Treatment Plants for sludge de-watering and thickening.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (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	\$248,811.76
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$248,811.76
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$90,000.00
E	New contract amount (C + D)	\$338,811.76
F	Percent of current contract value this Change Order represents (D / C)	36.17%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	36.17%

**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 ≥ \$2,500.00, or ≥ 10%, of current contract amount     
  Funding Source \_\_\_\_\_

OTHER - explain below: \_\_\_\_\_

<b>Prepared By (Initials)</b> _____	<b>Phone Ext</b> _____	<b>Date</b> <u>8/7/24</u>	<b>Recommended for Approval (Initials)</b> _____	<b>Phone Ext</b> _____	<b>Date</b> <u>8/1/2024</u>
<b>REVIEWED BY (Initials Only)</b>					
<b>Buyer</b> _____	<b>Date</b> _____	<b>Procurement Officer</b> <u>[Signature]</u>	<b>Date</b> <u>8/23/2024</u>		
<b>Chief Financial Officer (Decision Memos Over \$25,000)</b> _____	<b>Date</b> _____	<b>Chairman's Office (Decision Memos Over \$25,000)</b> _____	<b>Date</b> _____		