



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
DOT 5/16
CB 5/23

Date: Apr 25, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 3731-1-SERV	Original Purchase Order Date: Feb 26, 2019	Change Order #: 3	Department: Division of Transportation
Vendor Name: American Surveying & Engineering		Vendor #: 13234	Dept Contact: Bill Eidson
Background and/or Reason for Change Order Request:	Professional Right-of-Way Negotiation Services Extend contract expiration date to Jun 30, 2024, and last invoice allowed date to Nov 30, 2024. No change in contract encumbrance.		
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 type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$95,000.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

DECISION MEMO NOT REQUIRED

- Cancel entire order
- Close Contract
- Contract Extension (29 days)
- Consent Only me
- 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: Jun 30, 2023 to: Jun 30, 2024
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source _____
- OTHER - explain below:

kbc	6892	Apr 25, 2023	<i>WJ</i>	4/27/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
REVIEWED BY (Initials Only)				
Buyer	Date	<i>WJ</i>	Procurement Officer	Date 5/2/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	