

DT-P-0154A-22

DOT 8/6  
FI+CB 8/13

kbc  
JS



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 19, 2024

MinuteTraQ (IQM2) ID #: 24-2017

<b>Purchase Order #:</b> 5805-1-SERV	<b>Original Purchase Order Date:</b> May 10, 2022	<b>Change Order #:</b> 3	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> Knight E/A, Inc.		<b>Vendor #:</b> 11046	<b>Dept Contact:</b> Kathleen Black Curcio
<b>Background and/or Reason for Change Order Request:</b>	Professional Phase II Design Engineering Services for CH21 / Fabyan Parkway from IL38 to County Line. Section #08-00210-03-FP. Increase contract encumbrance (LN4-FY24) \$76,405.80.		
<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	\$728,948.86
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$728,948.86
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$76,405.80
E	New contract amount (C + D)	\$805,354.66
F	Percent of current contract value this Change Order represents (D / C)	10.48%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	10.48%

**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 1500-3550-54040

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

kbc	6892	Jul 19, 2024	WCE	6890	7/22/2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		