



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 20, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 5638-1-SERV	Original Purchase Order Date: Jan 11, 2022	Change Order #: 2	Department: Division of Transportation
Vendor Name: HR Green, Inc.		Vendor #: 13235	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Professional Construction Engineering Services for 63rd Street/Hobson Road Sidewalk Improvements, Section# 16-00146-00-SW. Extend contract expiration date to November 30, 2024 and last invoice date allowed to June 30, 2025. 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	\$224,482.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$224,482.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$224,482.00
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
- 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: Nov 30, 2023 to: Nov 30, 2024
- Increase \geq \$2,500.00, or \geq 10%, of current contract amount Funding Source _____
- OTHER - explain below:

kbc	6892	Oct 20, 2023	<u>LLS</u>		<u>10/23/23</u>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		