



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 13, 2024

MinuteTraq (IQM2) ID #: 24-1533

Consent
SWM 6/4
CB 6/11

Purchase Order #: 6286-1-SERV	Original Purchase Order Date: Feb 14, 2023	Change Order #: 2	Department: Stormwater Management
Vendor Name: Engineering Resource Assoc Inc.		Vendor #: 10903	Dept Contact: Alicia Favela-Perez
Background and/or Reason for Change Order Request:	Extend contract to June 30, 2025 and update Exhibit C to reflect a change in billing rates. There is no change in contract amount.		
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	\$70,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$70,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New contract amount (C + D)	\$70,000.00
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
☐ 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	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Jun 30, 2024 to: Jun 30, 2025	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

AFP	6698	May 1, 2024	<i>[Signature]</i>	6676	05.14.24
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		