



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 315
CB 3112

Date: Feb 13, 2024

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 5466SERV	Original Purchase Order Date: Aug 24, 2021	Change Order #: 23	Department: Public Works
Vendor Name: J. Congdon Sewer Service, INC		Vendor #: 38785	Dept Contact: Amy Arlowe/Sandra Martinez
Background and/or Reason for Change Order Request:	Extend contract to 4/30/24 to pay final invoice. No change in contract total.		
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	\$805,009.63
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$805,009.63
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$805,009.63
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: Jun 30, 2023 to: Apr 30, 2024
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source _____
- OTHER - explain below: _____

<i>MWA</i>	6800	2/24/24	<i>MWA</i>	6800	2/24/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer			Procurement Officer		
Date			Date		
<i>[Signature]</i>			<i>[Signature]</i>		
Date			Date		
Chief Financial Officer (Decision Memos Over \$25,000)			Chairman's Office (Decision Memos Over \$25,000)		
Date			Date		