

Consent  
PW 5/6  
CB 5/13



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 15, 2025

MinuteTraq (IQM2) ID #: 25-1096

<b>Purchase Order #:</b> 6953-0001 SERV	<b>Original Purchase Order Date:</b> Mar 20, 2024	<b>Change Order #:</b> 3	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Carbon Day		<b>Vendor #:</b> 14176	<b>Dept Contact:</b> Cathie Figlewski
<b>Background and/or Reason for Change Order Request:</b>	AMENDMENT to Contract 6953-0001 SERV issued to Carbon Day EV Charging, to furnish, deliver, and install two (2) ChargePoint electric vehicle charging stations, for the County campus, for Facilities Management, for a change order to extend the contract to November 30, 2025, no change in contract amount.		
<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	\$29,754.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$29,754.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New contract amount (C + D)	\$29,754.00
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: May 17, 2025 to: Nov 30, 2025

☐ Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☐ Funding Source \_\_\_\_\_

☐ OTHER - explain below:

CF	5665	Apr 15, 2025	Signature on File	5665	Apr 15, 2025
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