

SWM 6/6
CB 6/13



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 25, 2023

legistar # : 23-1929

| | | | |
|---|--|---------------------------------|-------------------------------|
| Purchase Order #: 4673-0001 serv | Original Purchase Order Date: Jun 23, 2020 | Change Order #: 2 | Department: Stormwater |
| Vendor Name: Accela Inc | Vendor #: 23818 | Dept Contact: Sarah Hunn | |
| Background and/or Reason for Change Order Request: | Change order to add seats and extend subscription (4 new seats for SWM for a 2-year period and extension of subscription for a 2 year period; 3 seats-B&Z, 1 seat-PW). | | |
| 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 |
| B | Net \$ change for previous Change Orders |
| C | Current contract amount (A + B) |
| D | Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease |
| E | New contract amount (C + D) |
| F | Percent of current contract value this Change Order represents (D / C) |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) |

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 \geq \$2,500.00, or \geq 10%, of current contract amount ☒ Funding Source 1600-3000-53806 \$ 21,120.76
1100-2810-53806 \$ 15,840.57
2000-2665-53806 \$ 6,280.19
- ☐ OTHER - explain below:

| | | | | | |
|---|-----------|---|-------------------------------------|-----------|----------|
| SH | 6676 | May 25, 2023 | <i>[Signature]</i> | 6676 | 05.25.23 |
| Prepared By (Initials) | Phone Ext | Date | Recommended for Approval (Initials) | Phone Ext | Date |
| REVIEWED BY (Initials Only) | | | | | |
| Buyer | Date | <i>[Signature]</i> | Procurement Officer | Date | 5/25/23 |
| Chief Financial Officer (Decision Memos Over \$25,000) | Date | Chairman's Office (Decision Memos Over \$25,000) | Date | | |