



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

SWM 6/16  
CB 6/13

Date: May 25, 2023  
Legistar #: 23 1928

<b>Purchase Order #:</b> 3808-1	<b>Original Purchase Order Date:</b> Mar 15, 2019	<b>Change Order #:</b> 3	<b>Department:</b> Stormwater
<b>Vendor Name:</b> Comcast Holdings Corporation DBA Comcast Business			<b>Vendor #:</b> 12382
<b>Dept Contact:</b> Sarah Hunn			
<b>Background and/or Reason for Change Order Request:</b>	Change order to extend contract to September 30, 2023 and increase contract encumbrance by \$17,653.00.		
<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	\$197,230.24
B	Net \$ change for previous Change Orders	\$63,000.00
C	Current contract amount (A + B)	\$260,230.24
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$17,653.00
E	New contract amount (C + D)	\$277,883.24
F	Percent of current contract value this Change Order represents (D / C)	6.78%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	40.89%
<b>DECISION MEMO NOT REQUIRED</b>		

☐ 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: Sep 30, 2023

☒ Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☒ Funding Source 1600-3000-53250

☐ 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
<b>REVIEWED BY (Initials Only)</b>					
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		