



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 17, 2023

MinuteTraq (IQM2) ID #:

Purchase Order #: 5774-1-SERV	Original Purchase Order Date: Apr 26, 2022	Change Order #: 2	Department: Division of Transportation
Vendor Name: ESI Consultants LTD		Vendor #: 12125	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Professional Construction Engineering Services for the 2022 Pavement Maintenance (South) Program. Section 22-PVMTC-18-GM. See decision memo and acquisition letter for more information. 1. Decrease PO 5774 by \$35,383.80 (remaining encumbrance) and close contract. 2. Transfer funds (\$35,383.80) to Gonzalez Companies, LLC (Vendor #41572) for the period Apr 26, 2022 - Nov 30, 2024, with a last invoice date of Nov 30, 2025.		
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	\$413,980.28
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$413,980.28
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$35,383.80)
E	New contract amount (C + D)	\$378,596.48
F	Percent of current contract value this Change Order represents (D / C)	-8.55%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-8.55%
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: Nov 30, 2023 to: Nov 30, 2024	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input checked="" type="checkbox"/> OTHER - explain below:	
Acquisition of ESI Consultants LTD by Gonzalez Companies, LLC	

kbc	6892	Oct 17, 2023	LVS	10/19/23
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	