



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 4, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 4557-1-SERV	Original Purchase Order Date: Apr 28, 2020	Change Order #: 6	Department: Division of Transportation
Vendor Name: Knight E/A, Inc.		Vendor #: 11046	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Professional Design Engineering Services for replacement of the bridge carrying CH3/Warrenville Road over the East Branch DuPage River, Section #14-00124-04-BR Increase LN2 by \$67,650.00.		
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	\$395,818.10
B	Net \$ change for previous Change Orders	\$70,003.00
C	Current contract amount (A + B)	\$465,821.10
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$67,650.00
E	New contract amount (C + D)	\$533,471.10
F	Percent of current contract value this Change Order represents (D / C)	14.52%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	34.78%
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 type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount	<input checked="" type="checkbox"/> Funding Source 1500-3550-54040
<input type="checkbox"/> OTHER - explain below: _____	

kbc	6892	Oct 4, 2023	<i>WWS</i>		10/8/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	<i>WWS</i>	Procurement Officer	Date 10/11/23
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date