

Consent  
SWM 11/5  
CB 11/12



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 9, 2024

MinuteTraq (IQM2) ID #: 24-2749

<b>Purchase Order #:</b> 5820-1-SERV	<b>Original Purchase Order Date:</b> May 10, 2022	<b>Change Order #:</b> 3	<b>Department:</b> Stormwater Management
<b>Vendor Name:</b> Robinson Engineering		<b>Vendor #:</b> 30232	<b>Dept Contact:</b> Alicia Favela-Perez
<b>Background and/or Reason for Change Order Request:</b>	This purchase order is decreasing in the amount of \$61,897.52 and closing due to the purchase order expiring.		
<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	\$95,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$95,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$61,897.52)
E	New contract amount (C + D)	\$33,102.48
F	Percent of current contract value this Change Order represents (D / C)	-65.16%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-65.16%

DECISION MEMO NOT REQUIRED			
<input type="checkbox"/> Cancel entire order	<input checked="" type="checkbox"/> Close Contract	<input type="checkbox"/> Contract Extension (29 days)	<input type="checkbox"/> Consent Only
<input type="checkbox"/> Change budget code from: _____ to: _____			
<input type="checkbox"/> Increase/Decrease quantity from: _____ to: _____			
<input type="checkbox"/> Price shows: _____ should be: _____			
<input checked="" type="checkbox"/> Decrease remaining encumbrance and close contract	<input type="checkbox"/> Increase encumbrance and close contract	<input type="checkbox"/> Decrease encumbrance	<input type="checkbox"/> Increase encumbrance

DECISION MEMO REQUIRED	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____
<input type="checkbox"/> OTHER - explain below: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

AFP	6698	Oct 9, 2024	<i>800</i>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)
			<i>10676</i>
			<i>10.10.24</i>

REVIEWED BY (Initials Only)			
Buyer	Date	Procurement Officer	Date
		<i>[Signature]</i>	<i>10/18/2024</i>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date