



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 18, 2023

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 4861-1-SERV	<b>Original Purchase Order Date:</b> Sep 23, 2020	<b>Change Order #:</b> 6	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> V3 Companies, Ltd.		<b>Vendor #:</b> 10802	<b>Dept Contact:</b> Kathleen (Black) Curcio
<b>Background and/or Reason for Change Order Request:</b>	Professional Design Engineering Services for improvements along Naperville Road, from Warrenville Road to Ridgeland Avenue, Section# 16-00195-06-CH. Extend current contract expiration date to November 30, 2024 and last invoice allowed date to June 30, 2025. No change in contract encumbrance.		
<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	\$586,409.73
B	Net \$ change for previous Change Orders	\$46,813.18
C	Current contract amount (A + B)	\$633,222.91
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$633,222.91
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	7.98%
<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: Nov 30, 2023 to: Nov 30, 2024
- Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:  
\_\_\_\_\_

kbc	6892	Oct 18, 2023	<u>VVS</u>	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