



Request for Change Order
Procurement Services Division
 Attach copies of all prior Change Orders

Date: Nov 20, 2023

MinuteTraq (IQM2) ID #: NA

Purchase Order #: 5347SERV	Original Purchase Order Date: May 25, 2021	Change Order #: 4	Department: Public Works
Vendor Name: Dynamic Industrial Services		Vendor #: 33093	Dept Contact: Amy Arlowe
Background and/or Reason for Change Order Request:	Extend contract to June 30, 2024. No change in contract total.		
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	\$1,041,900.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$1,041,900.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$1,041,900.00
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)	0.00%

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

- ☒ Increase (greater than 29 days) contract expiration from: Dec 29, 2023 to: Jun 30, 2024
- ☐ Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below:

<i>[Signature]</i>	*6800	11/20/23	<i>[Signature]</i>	*6800	11/20/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>[Signature]</i>	Procurement Officer	Date	11/27/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		

Consent
 PW 12/5
 CB 12/12