



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

Date: Oct 23, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 5277-1-SERV	Original Purchase Order Date: May 25, 2021	Change Order #: 1	Department: Division of Transportation
Vendor Name: HW Lochner, Inc.		Vendor #: 12406	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Professional Construction Engineering Services for improvements along Grand Avenue, from Lake Street to County Line Road, Section# 17-00272-03-SP. Extend contract expiration date to November 30, 2024 and last invoice allowed date to June 30, 2025. No change in contract encumbrance.		
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	\$658,972.45
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$658,972.45
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$658,972.45
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: Nov 30, 2023 to: Nov 30, 2024
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source _____
- OTHER - explain below:

kbc	6892	Oct 23, 2023	<u>LLS</u>		<u>10/23/23</u>
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		