



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 19, 2023

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

<b>Purchase Order #:</b> 4229-1-SERV	<b>Original Purchase Order Date:</b> Nov 13, 2019	<b>Change Order #:</b> 4	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> HR Green, Inc.		<b>Vendor #:</b> 13235	<b>Dept Contact:</b> Kathleen Black Curcio
<b>Background and/or Reason for Change Order Request:</b>	Professional Various Preliminary/Design Engineering Services, Section# 20-DEENG-03-EG. Extend 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	\$400,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$400,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$400,000.00
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%

ME

### 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  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:

\_\_\_\_\_

kbc	6892	Oct 19, 2023	<u>WLS</u>		<u>10/21/23</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