

DOT 512  
CB 519



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

Date: Apr 17, 2023

MinuteTraq (IQM2) ID #:

<b>Purchase Order #:</b> 3335-1-SERV	<b>Original Purchase Order Date:</b> Jul 17, 2018	<b>Change Order #:</b> 6	<b>Department:</b> Division of Transportation
<b>Vendor Name:</b> BLA, Inc.		<b>Vendor #:</b> 10796	<b>Dept Contact:</b> Kathleen Black Curcio
<b>Background and/or Reason for Change Order Request:</b>	Professional Design Engineering Services for improvements along CH 9/Lemont Road, from 83rd Street to 87th Street, Section No. 16-00232-00-CH. Increase LN2 \$20,663.27; Extend contract end date to November 30, 2024; Revise Sub-Consultants Exhibit C.		
<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
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B)
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease
E	New contract amount (C + D)
F	Percent of current contract value this Change Order represents (D / C)
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)

**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	Apr 17, 2023	WLS	4/19/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
<b>REVIEWED BY (Initials Only)</b>				
Buyer	Date	Procurement Officer	Date	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	