



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 24, 2023

MinuteTraq (IQM2) ID #:

consent
DOT 5/16
CB 5/23

Purchase Order #: 4284-1-SERV	Original Purchase Order Date: Dec 3, 2019	Change Order #: 6	Department: Division of Transportation
Vendor Name: Atlas Engineering Group, Ltd.		Vendor #: 32246	Dept Contact: Bill Eidson
Background and/or Reason for Change Order Request:	Professional Preliminary/Design Engineering Services, upon request (Various Locations). Section #20-DEENG-04-EG Extend contract expiration date to Jun 30, 2024, and last invoice allowed date to Nov 30, 2024. 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
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B)
D	Amount of this Change Order <input 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: Jun 30, 2023 to: Jun 30, 2024
- ☐ Increase \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source
- ☐ OTHER - explain below:

kbc	6892	Apr 24, 2023	LLS	4/27/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	5/2/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	