



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 27, 2023

MinuteTraq (IQM2) ID #: _____

Consent
DOT 5/1/23
CB 5/23

Purchase Order #: 5300-1-SERV	Original Purchase Order Date: Jun 8, 2021	Change Order #: 4	Department: Division of Transportation
Vendor Name: FGM Architects, Inc.		Vendor #: 37745	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Professional Architectural and Engineering (A/E) Services for the improvements to the DOT maintenance buildings located at 140 N. County Farm Road, Wheaton (140 Building and 140 Garage) and 1900 W. Arthur Drive, West Chicago (Yellow Freight Building), Section #19-00179-32-MG Extend contract expiration date to Nov 30, 2024, and last invoice allowed date to Nov 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	\$1,156,637.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$1,156,637.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$1,156,637.00
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	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Jun 30, 2023 to: Nov 30, 2024	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

kbc	6892	Apr 27, 2023	WS	5/1/23
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	