



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 26, 2023

MinuteTraq (IQM2) ID #:

Consent
DOT 5/16
CB 5/23

Purchase Order #: 4557-1-SERV	Original Purchase Order Date: Apr 28, 2020	Change Order #: 5	Department: Division of Transportation
Vendor Name: Knight E/A, Inc.		Vendor #: 11046	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Professional Design Engineering Services for replacement of the bridge carrying CH3/Warrenville Road over the East Branch DuPage River, Section #14-00124-04-BR 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	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Jun 30, 2023 to: Jun 30, 2024	
<input type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

kbc	6892	Apr 26, 2023	<i>WJ</i>	4/27/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
REVIEWED BY (Initials Only)				
Buyer	Date	<i>WJ</i>	Procurement Officer	5/2/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date		Chairman's Office (Decision Memos Over \$25,000)	Date