



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 29, 2024

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 923011/6442-1	Original Purchase Order Date: May 10, 2023	Change Order #: 1	Department: ETSB
Vendor Name: Hexagon Safety & Infrastructure			Vendor #: 25029
Dept Contact: Eve Kraus			
Background and/or Reason for Change Order Request:	Recommendation for approval of Change Order #1 to Hexagon Safety & Infrastructure PO 923011/6442-1 to extend the contract term for a one (1) year time period to May 9, 2025 per the option to extend within the contract. There is no change in contract value.		
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	\$150,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$150,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New contract amount (C + D)	\$150,000.00
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%

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: May 9, 2024 to: May 9, 2025
- ☐ Increase \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below:

ek	630-550-7743	Apr 29, 2024	LMZ	630-878-2509	Apr 29, 2024
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