

SWM 6/6
CB 6/13



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 25, 2023

legistar # : 23-1929

Purchase Order #: 4673-0001 serv	Original Purchase Order Date: Jun 23, 2020	Change Order #: 2	Department: Stormwater
Vendor Name: Accela Inc	Vendor #: 23818	Dept Contact: Sarah Hunn	
Background and/or Reason for Change Order Request:	Change order to add seats and extend subscription (4 new seats for SWM for a 2-year period and extension of subscription for a 2 year period; 3 seats-B&Z, 1 seat-PW).		
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	\$917,541.91
B	Net \$ change for previous Change Orders	\$5,726.36
C	Current contract amount (A + B)	\$923,268.27
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$42,241.52
E	New contract amount (C + D)	\$965,509.79
F	Percent of current contract value this Change Order represents (D / C)	4.58%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	5.23%

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: _____ to: _____
- Increase \geq \$2,500.00, or \geq 10%, of current contract amount Funding Source 1600-3000-53806 \$ 21,120.76
1100-2810-53806 \$ 15,840.57
2000-2665-53806 \$ 5,280.19
- OTHER - explain below: _____

SH	6676	May 25, 2023		6676	05.25.23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date			Procurement Officer	Date
					5/25/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		