

DEV 9/17  
FI+CB 9/24



**Request for Change Order**  
**Procurement Services Division**  
 Attach copies of all prior Change Orders

Date: Aug 26, 2024  
 MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 4673-0001 SERV	<b>Original Purchase Order Date:</b> Jun 23, 2020	<b>Change Order #:</b> 3	<b>Department:</b> Building & Zoning
<b>Vendor Name:</b> Accela Inc	<b>Vendor #:</b> 23818		<b>Dept Contact:</b> Marla Flynn
<b>Background and/or Reason for Change Order Request:</b>	Add two (2) additional seats for Building & Zoning for Permitting software.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (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	\$47,967.88
C	Current contract amount (A + B)	\$965,509.79
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$4,354.20
E	New contract amount (C + D)	\$969,863.99
F	Percent of current contract value this Change Order represents (D / C)	0.45%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	5.70%

**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 ≥ \$2,500.00, or ≥ 10%, of current contract amount     
  Funding Source 1100-2810-53806 Line 2

OTHER - explain below: \_\_\_\_\_

Prepared By (Initials)	6789	9/3/24	Recommended for Approval (Initials)	6/43	9/3/24
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	8		Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	9-11-2024		Chairman's Office (Decision Memos Over \$25,000)	Date