Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 2, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 923011/6442-1	**Original Purchase Order Date:** May 10, 2023	**Change Order #:** 2	**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 #2 to Hexagon Safety & Infrastructure PO 923011/6442-1 to extend the contract term for a one (1) year time period to May 9, 2026 per the option to extend within the contract, and encumber additional funds in the amount of $51,305.09 to bring the contract value in the County ERP system to $150,000.00 to be consistent with the change order extension paperwork.

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	($51,305.09)
C	Current contract amount (A + B)	$98,694.91
D	Amount of this Change Order ☒ Increase ☐ Decrease	$51,305.09
E	New contract amount (C + D)	$150,000.00
F	Percent of current contract value this Change Order represents (D / C)	51.98%
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 10, 2025 to: May 9, 2026

☐ Increase ≥ $2,500.00, or ≥ 10%, of current contract amount ☐ Funding Source _____

☐ OTHER - explain below:

ek	630-550-7743	Apr 2, 2025	LMZ	630-878-2509	Apr 2, 2025
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