

Dev 11/5
FI+CB 11/12



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

Date: Oct 29, 2024

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6693-0001 SERV	Original Purchase Order Date: Dec 1, 2023	Change Order #: 1	Department: Building & Zoning
Vendor Name: Accela Inc		Vendor #: 23818	Dept Contact: Marla Flynn
Background and/or Reason for Change Order Request:	To extend the contract expiration date to 6/22/2025 so that it will coincide with all renewals per Vendor's terms and increase the contract in the amount of \$18,526.83 to cover the extension.		
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	\$30,618.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$30,618.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$18,526.83
E	New contract amount (C + D)	\$49,144.83
F	Percent of current contract value this Change Order represents (D / C)	60.51%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	60.51%

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: Nov 30, 2024 to: Jun 22, 2025

Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount
 Funding Source See "Other" below

OTHER - explain below:

1100-2810-53806 - \$4,631.71, 1600-3000-53806 - \$4,631.71, 1500-3500-53806 - \$4,631.71, 2000-2665-53806 - \$4,631.70

<u>ma</u>	X6789	Oct 29, 2024	<u>[Signature]</u>	26193	10/31/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
			<u>[Signature]</u>		10/31/2024
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date