



REQUEST FOR CHANGE ORDER

DOCUMENT # _____

PURCHASE ORDER #	353-0001 SERV	P.O. DATE	10/01/2014
CHANGE ORDER #	1	REQUEST DATE	03/19/2015
VENDOR NAME	A. Hamernik & Associates, Inc.	VENDOR #	21174
ACCOUNT CODE		DEPARTMENT	Community Services
BID #	Pro #14-107	PROJECT NAME	CS-Proj Mgmt Srvs CDBG-DR
BACKGROUND (HISTORY)	Consultant properly procured through competitive proposals for management of the CDBG Disaster Recovery Funds.		
ISSUE/REASON FOR CHANGE ORDER REQUEST	Clarification of schedule of consultant staff working on project. This is a "not to exceed" contract, so the amount in item "A" below is a "not to exceed" amount.		

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 OF THE COUNTY OF DU PAGE AND AUTHORIZED BY LAW

INCREASE/DECREASE:

ITEM	DESCRIPTION	AMOUNT
A	STARTING CONTRACT VALUE:	\$ 270,000.00
B	AMOUNT OF PREVIOUS CHANGE ORDERS:	\$ 0.00
C	CURRENT CONTRACT AMOUNT (A+B)	\$ 270,000.00
D	AMOUNT OF THIS CHANGE ORDER: <input type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE	\$ 0.00
E	NEW CONTRACT AMOUNT (C+D)	\$ 270,000.00
F	PERCENT OF CURRENT CONTRACT VALUE THIS CHANGE ORDER REPRESENTS (D/C):	0.00%
G	CUMULATIVE PERCENT OF CONTRACT CHANGE FOR OF ALL CHANGE ORDERS (B+D/A): (50% MAXIMUM ON CONSTRUCTION CONTRACTS) IF TOTAL PERCENTAGE EXCEEDS 10% INCREASE INCLUDE A DECISION MEMO WITH CHANGE ORDER	0.00%

DECISION MEMO NOT REQUIRED

- CONTRACT RENEWAL: RENEWAL EXPIRATION DATE _____ BID # _____ CANCEL ENTIRE ORDER
- CHANGE BUDGET CODE FROM _____ TO _____
- INCREASE/DECREASE QUANTITY FROM _____ TO _____
- PRICE SHOWS \$ _____ SHOULD BE _____
- DECREASE REMAINING ENCUMBRANCE AND CLOSE CONTRACT

DECISION MEMO REQUIRED

- INCREASE/DECREASE CONTRACT EXPIRATION FROM _____ TO _____
- TOTAL CURRENT CONTRACT VALUE (F) OR CUMULATIVE PERCENTAGE BELOW (G) EXCEEDS 10% (OR A MAXIMUM OF \$2,500), INCLUDE A DECISION MEMO WITH CHANGE ORDER
- OTHER (PLEASE EXPLAIN HERE):

Clarification that consultant may add additional staff to work on the project, as needed, so the names attached to the positions shown in Exhibit A to the contract may change over the course of the contract. The "Admin" position will be billed at \$20 - \$85 per hour, dependent on staff and duties performed. Please see attached request. Future requests for staff change will require a change order only if the request is for a new position or for an hourly rate exceeding that previously given for a stated position.

Carrol Roark	03/19/15	[Redacted]	3/19/15
PREPARED BY	DATE	REVIEWED BY	DATE
[Redacted]	[Redacted]	[Redacted]	3/20/15
BUY	DATE	PROCUREMENT MAN	DATE
CHIEF FINANCIAL OFFICER (DECISION MEMOS OVER \$25,000)	DATE	STATES ATTORNEY'S OFFICE (AS REQUIRED)	DATE
CHAIRMAN'S OFFICE (DECISION MEMOS OVER \$25,000)	DATE		DATE