



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

consent  
PW 6/12  
CB 6/19

Date: May 12, 2026

MinuteTraq (IQM2) ID #: N/A

|   |  |                          |                                    |
|---|--|--------------------------|------------------------------------|
| <b>Purchase Order #:</b> 6629SERV                         | <b>Original Purchase Order Date:</b> Sep 12, 2023  | <b>Change Order #:</b> 2 | <b>Department:</b> Public Works    |
| <b>Vendor Name:</b> APGN INC. DBA APG-NEUROS              |  | <b>Vendor #:</b> 12878   | <b>Dept Contact:</b> Drew Cormican |
| <b>Background and/or Reason for Change Order Request:</b> | 1) Contract extension from August 31, 2025, to November 30, 2026.<br>2) Decrease line 1 by (\$79,000.00) from \$711,000.00 to \$632,000.00.<br>3) Create line 3 by \$79,000.00 FY26 (4 HI-SEED TURBO BLOWERS) – 2000-255-54030. No change in the contract total. |                          |                                    |
| <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   | \$790,000.00 |
| B                 | Net \$ change for previous Change Orders  | \$0.00       |
| C                 | Current contract amount (A + B)   | \$790,000.00 |
| D                 | Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease |              |
| E                 | New contract amount (C + D)   | \$790,000.00 |
| F                 | Percent of current contract value this Change Order represents (D / C)                          | 0.00%        |
| 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: Aug 31, 2025 to: Nov 30, 2026
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:  
\_\_\_\_\_

|                        |           |                |                                     |           |                |
|------------------------|-----------|----------------|-------------------------------------|-----------|----------------|
| <u>Dsc</u>             |           | <u>5/12/26</u> | <u>SR</u>                           |           | <u>5/12/26</u> |
| 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<br>(Decision Memos Over \$25,000) | Date | Chairman's Office<br>(Decision Memos Over \$25,000) | Date |