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

Date: Jun 23, 2025

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 7522	**Original Purchase Order Date:** Jan 1, 2025	**Change Order #:** 1	**Department:** Community Service
Vendor Name: OUTREACH COMMUNITY		**Vendor #:** 10224	**Dept Contact:** Mary Keating

Background and/or Reason for Change Order Request:	Add $15,000 to line 1 (5000 1650 53820 25-231028). The contract is now increased to $115,000.

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		$100,000.00
B	Net $ change for previous Change Orders		$0.00
C	Current contract amount (A + B)		$100,000.00
D	Amount of this Change Order ☒ Increase ☐ Decrease		$15,000.00
E	New contract amount (C + D)		$115,000.00
F	Percent of current contract value this Change Order represents (D / C)		15.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		15.00%

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: _____ to: _____

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

☐ OTHER - explain below:

Lan Nguyen	6131	Jun 23, 2025	_[signature]_	6457	6/24/25	
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date	

REVIEWED BY (Initials Only)

		[signature]	6/26/2025
Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over $25,000)	Date	Chairman's Office (Decision Memos Over $25,000)	Date

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

Rev 1.7
6/25/18