



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 10/7
CB 10/14
Date: Sep 23, 2025
MinuteTraq (IQM2) ID #: 25-2326

| | | | |
|---|--|--------------------------|--|
| Purchase Order #: 6883-0001 SERV | Original Purchase Order Date: Feb 23, 2024 | Change Order #: 3 | Department: Facilities Management |
| Vendor Name: Red Wing Brands of America Inc. | | Vendor #: 10549 | Dept Contact: Katie Boffa |
| Background and/or Reason for Change Order Request: | Decrease line 5 \$500.00, line 6 \$1,447.53, line 7 \$900.00, line 8 \$500.00, line 9 \$734.64, line 10 \$1,248.42, line 11 \$2,902.52, line 12 \$2,485.52 and close contract. | | |
| 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 | \$28,000.00 |
| B | Net \$ change for previous Change Orders | \$0.00 |
| C | Current contract amount (A + B) | \$28,000.00 |
| D | Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease | (\$10,718.63) |
| E | New contract amount (C + D) | \$17,281.37 |
| F | Percent of current contract value this Change Order represents (D / C) | -38.28% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | -38.28% |

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 \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
☐ OTHER - explain below:

| | | | | | |
|------------------------------------|-----------|--------------|-------------------------------------|-----------|------|
| KB | 5695 | Sep 23, 2025 | CS | 9/23/25 | |
| Prepared By (Initials) | Phone Ext | Date | Recommended for Approval (Initials) | Phone Ext | Date |
| REVIEWED BY (Initials Only) | | | | | |
| Buyer | | | Procurement Officer | | |
| Date | | | Date | | |
| Chief Financial Officer | | | Chairman's Office | | |
| (Decision Memos Over \$25,000) | | | (Decision Memos Over \$25,000) | | |
| Date | | | Date | | |