

Consent
PW 6/3
CB 6/10



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 23, 2025

MinuteTraq (IQM2) ID #: NA

Purchase Order #: 6938SERV	Original Purchase Order Date: Mar 16, 2024	Change Order #: 2	Department: Public Works
Vendor Name: Sheffield Safety and Loss, LLC			Vendor #: 39176
Dept Contact: Drew Cormican			
Background and/or Reason for Change Order Request:	Extend contract by 26 days. No change in contract total.		
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	
C	Current contract amount (A + B)	\$100,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$100,000.00
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	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: May 29, 2025 to: Jun 24, 2025	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

<u>DJE</u>	<u>5/23/25</u>	<u>mc</u>	<u>5/23/2025</u>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials) Phone Ext Date
REVIEWED BY (Initials Only)			
<u>[Signature]</u>	<u>5/28/2025</u>		
Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date