



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date:

Jun 23, 2025

MinuteTraq (IQM2) ID #:

HS 711
FI+CB 7/8

Purchase Order #: 7541	Original Purchase Order Date: Jan 1, 2025	Change Order #: 1	Department: Community Services
Vendor Name: DuPage Homeownership Center		Vendor #: 32752	Dept Contact: Mary Keating
Background and/or Reason for Change Order Request:	Add \$40,000 to line 1 (5000 1650 53820 25-231028). The new contract total is now increased to \$86,888.		
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	\$46,888.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$46,888.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$40,000.00
E	New contract amount (C + D)	\$86,888.00
F	Percent of current contract value this Change Order represents (D / C)	85.31%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	85.31%

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:

Lan	6131	Jun 23, 2025		6457	6/24/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	6/26/2025	
Chief Financial Officer	Date	Chairman's Office	Date		
(Decision Memos Over \$25,000)	Date	(Decision Memos Over \$25,000)	Date		