

HS 6/2
FI + CB 6/9

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: 5/14/2026

File ID #:

Purchase Order #: 6755	Original Purchase Order Date: 6/1/2023	Change Order #: 2	Department: Community Services
Vendor Name: Village of Addison		Vendor #: 10125	Dept. Contact: Mary Keating
Action Requested and Reason for Change Order Request: Increase PO by \$15,851.50 to add one month of service to contract. Add new line (1000-1750-53090) for \$15,851.50 with Description of "211 After Normal Business Hours (FY26)".			

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	\$649,911.50
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$649,911.50
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$15,851.50
E	New Contract Amount (C + D)	\$665,763.00
F	Cumulative Change Order Amount (B + D)	\$15,851.50
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	2.44%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- Cancel Entire Order
- Close Contract
- Contract Extension (≤59 Days)
- Update Budget Code
- Change Budget Code From: _____ to: _____
- Increase/Decrease Quantity From: _____ to: _____
- Price Shows: _____ should be: _____
- Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract
- Increase Encumbrance and Close Contract
- Decrease Encumbrance
- Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- Contract Extension Greater Than 59 Days From _____ to: _____
- Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above)
- Other - Explain In Summary Explanation Box Below


Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.
 Increase to PO is necessary to maintain overnight, holiday and weekend 211 service via IGA. Original time frame was thought to be September 30, 2026 funding end.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.
 IGA, Village of Addison (intergovernmental agreement)

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.
1. Fund the increase PO to maintain seamless 211 service for the County and maintain compliance with our 211 State agreement.
2. Do not fund and violate the 211 State agreement and risk losing the service for the County.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number
1000-1750 \$15,851.50

APPROVALS - Initials Only

<u>KMJ</u>	<u>6144</u>	<u>5/14/2026</u>	<u>GSA</u>	<u>6444</u>	<u>5/20/2026</u>
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
		<u>5/21/2026</u>			
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	