



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 23, 2025

MinuteTraq (IQM2) ID #:

Consent
SWM 8/5
CB 8/12

Purchase Order #: 7364-1-SERV	Original Purchase Order Date: Dec 1, 2024	Change Order #: 1	Department: Stormwater Management
Vendor Name: USGS	Vendor #: 10896		Dept Contact: Alicia Favela
Background and/or Reason for Change Order Request:	Increase contract time from November 30, 2025 to September 30, 2026 and amend our existing joint funding agreement with the USGS, there is no change to the county portion of the contract amount.		
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	\$393,400.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$393,400.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New contract amount (C + D)	\$393,400.00
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

☒ Increase (greater than 29 days) contract expiration from: Nov 30, 2025 to: Sep 30, 2026

☐ Increase \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source

☐ OTHER - explain below:

afp	6698	Jul 23, 2025		6676	07.24.25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		