

Consent
PW 8/19
CB 8/26

Comm.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 6, 2025

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 7387SERV	Original Purchase Order Date: Nov 26, 2024	Change Order #: 3	Department: Public Works
Vendor Name: Olsson Roofing		Vendor #: 19225	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Decrease contract by (\$17,250.00) 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	\$189,755.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$189,755.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$17,250.00)
E	New contract amount (C + D)	\$172,505.00
F	Percent of current contract value this Change Order represents (D / C)	-9.09%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-9.09%
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 type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below: _____	

Prepared By (Initials) <u>DJE</u>	Phone Ext _____	Date <u>8/6/25</u>	Recommended for Approval (Initials) <u>MP</u>	Phone Ext _____	Date <u>8/7/25</u>
REVIEWED BY (Initials Only)					
Buyer _____	Date _____	Procurement Officer <u>[Signature]</u>	Date <u>8/8/2025</u>		
Chief Financial Officer _____ (Decision Memos Over \$25,000)	Date _____	Chairman's Office _____ (Decision Memos Over \$25,000)	Date _____		