

Consent
SWM 12/2
CB 12/9

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

Date: Nov 19, 2025

File ID #:

Purchase Order #: 7455-0001-SERV	Original Purchase Order Date: 12/10/2024	Change Order #: 1	Department: Stormwater Management
Vendor Name: Excel Electric, Inc.		Vendor #: 30775	Dept. Contact: Jamie Lock
Action Requested and Reason for Change Order Request:	Contract Extension to June 30, 2026 - extend time of contract to cover tasks identified in the original scope, decrease line 1 FY25 1600-3000-54060 by \$190,000.00 and create new line FY26 1600-3000-54060, with no change to 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	\$479,000.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$479,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New Contract Amount (C + D)	\$479,000.00
F	Cumulative Change Order Amount (B + D)	\$0.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

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 11/30/2025 to: 6/30/2026
- 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.
The existing contract with Excel Electric needs to be extended to allow for all items in the initial bid to be installed. Significant lead times were noted with some of the equipment necessary to complete the generator installation. The transfer switch equipment is still delayed and not expected to be delivered to the site until February 2026.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Bid #24-112-SWM

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request. Staff recommends to extend the existing contract, with no change to the contract amount. The equipment is already in fabrication and canceling it will cost money to the contract and cause further delay in operation of the newly installed generator.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

FY26 1600-3000-54060 \$190,000.00

APPROVALS - Initials Only

JCL
Prepared By _____
Phone Ext. 6705
Date Nov 19, 2025


Recommended for Approval _____
Phone Ext. 6676
Date 11/19/25


Reviewed by Procurement Officer _____
Date 11/21/25

Completed by Buyer _____
Date _____