



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 14, 2025

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 7249SERV	Original Purchase Order Date: Aug 27, 2024	Change Order #: 2	Department: Public Works
Vendor Name: Aegion Corporation dba Insituform Technologies, LLC			Vendor #: 44767
Dept Contact: Drew J. Cormican			
Background and/or Reason for Change Order Request:	Decrease 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	\$172,110.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$172,110.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$18,500.00)
E	New contract amount (C + D)	\$153,610.00
F	Percent of current contract value this Change Order represents (D / C)	-10.75%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-10.75%

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:

Prepared By (Initials): <u>DSE</u>	Phone Ext: _____	Date: <u>9/10/25</u>	Recommended for Approval (Initials): <u>SPC</u>	Phone Ext: _____	Date: <u>9/10/25</u>
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		