



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 12/2
CB 12/9

Date: Nov 19, 2025

MinuteTraq (IQM2) ID #: 25-2855

Purchase Order #: 5456-0001 SERV	Original Purchase Order Date: Sep 28, 2021	Change Order #: 12	Department: Facilities Management
Vendor Name: Wold Architects Incorporated DBA Wold Architects and Engineers	Vendor #: 38503	Dept Contact: Cathie Figlewski	
Background and/or Reason for Change Order Request:	Contract Extension to May 31, 2026, to provide on-call Professional Architectural and Engineering Services, for Facilities Management. No change in contract total.		
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
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B)
D	Amount of this Change Order ☐ Increase ☐ Decrease
E	New contract amount (C + D)
F	Percent of current contract value this Change Order represents (D / C)
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)

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: May 31, 2026
☐ Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____
☐ OTHER - explain below:

cf	5665	Nov 19, 2025		5665	Nov 19, 2025
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		