

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Consent < HS 7/7
CB 7/14

Date: Jun 5, 2026

File ID #: 26-1703

Purchase Order #: 7691-0001 SERV	Original Purchase Order Date: May 13, 2025	Change Order #: 3	Department: DuPage Care Center
Vendor Name: Wight & Company		Vendor #: 10076	Dept. Contact: Nick Jensen
Action Requested and Reason for Change Order Request: East Building Renovation/Improvements for the period 05/13/25 through 07/29/26. #1 extend contract Through November 30, 2026. 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	\$724,500.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$724,500.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New Contract Amount (C + D)	\$724,500.00
F	Cumulative Change Order Amount (B + D)	
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 Jul 29, 2026 to Nov 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.

Extend contract through November 30, 2026

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

Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/.01 et. seq.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

- #1 Extend contract through November 30, 2026, for vendor to complete the services, with no changes to contract total.
- #2 Do not extend contract through November 30, 2026, however, services will still need to be completed.

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

APPROVALS - Initials Only

CDK	4208	Jun 5, 2026	CDK	4208	Jun 5, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u>8</u>					
Reviewed by Procurement Officer	Date	<u>6/16/2026</u>	Completed by Buyer	Date	