



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 8/19
CB 8/26

Comm.

Date: Aug 6, 2025

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 7242SERV	Original Purchase Order Date: Aug 27, 2024	Change Order #: 2	Department: Public Works
Vendor Name: Vissering Construction Company		Vendor #: 44695	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Decrease contract by \$78,304.90 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	\$679,853.90
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$679,853.90
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$78,304.90)
E	New contract amount (C + D)	\$601,549.00
F	Percent of current contract value this Change Order represents (D / C)	-11.52%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-11.52%
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:	

<u>DSE</u>	<u>8/6/25</u>	<u>SP</u>	<u>8/7/25</u>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)
Reviewed By (Initials Only)			
Buyer	Date	Procurement Officer	Date
Chief Financial Officer	Date	Chairman's Office	Date
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)	