

PW 4/7
FI + CB 4/14



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 11, 2026

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 6634SERV	Original Purchase Order Date: Sep 12, 2023	Change Order #: 4	Department: Public Works
Vendor Name: HTURBO INC.	Vendor #: 42306	Dept Contact: Drew J. Cormican	
Background and/or Reason for Change Order Request:	Increase contract total by \$60,000. Increase line 6 FY 26 2000-2555-53300 by \$10,000. Add line FY27 2000-2555-53300 \$50,000.		
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	\$80,000.00
B	Net \$ change for previous Change Orders	\$6,000.00
C	Current contract amount (A + B)	\$86,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$60,000.00
E	New contract amount (C + D)	\$146,000.00
F	Percent of current contract value this Change Order represents (D / C)	69.77%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	82.50%
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 ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source _____
- OTHER - explain below:

<u>Dse</u>	<u>3/11/26</u>	<u>SK</u>	<u>3/16/26</u>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials) Phone Ext Date
REVIEWED BY (Initials Only)			
<u>SK</u>	<u>3/26/2026</u>		
Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date