

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

consent
PW 8/4
CB 8/11

Date: Jul 20, 2026

File ID #: 26-2008

Purchase Order #: 7057-1-SERV	Original Purchase Order Date: May 7, 2024	Change Order #: 2	Department: Facilities Management
Vendor Name: Donnelly & Associates Inc		Vendor #: 11341	Dept. Contact: Cathie Figlewski
Action Requested and Reason for Change Order Request: Extend contract to 11/30/26. No change in contract amount.			

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	\$20,000.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$20,000.00
D	Amount of this Change Order ☐ Increase ☐ Decrease	\$0.00
E	New Contract Amount (C + D)	\$20,000.00
F	Cumulative Change Order Amount (B + D)	\$0.00
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 4, 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.

Facilities would like to use the remaining dollars on the contract so the contractor can provide consulting services for the elevators at the JTK building.

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

Three consulting firms were contacted to perform elevator consulting work on behalf of the County. Staff has reviewed the qualifications of these firms. Donnelly & Associates possesses the staff and resources with experience in elevator equipment to provide comprehensive equipment assessment. The consultant has provided similar consulting services for the County in the past.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.
1) Staff recommends to extend the Donnelly & Associates, Inc. contract to use remaining funds to consult for future elevator modifications at the JTK Building.
2) Do not extend contract at this time.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number
No fiscal impact, dollars are already budgeted for this fiscal year.

APPROVALS - Initials Only

CF	5665	Jul 20, 2026		5665	Jul 20, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
		7/21/24			
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	