Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 17, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 924025/7298-1	**Original Purchase Order Date:** Oct 9, 2024	**Change Order #:** 6	**Department:** ETSB
Vendor Name: PURVIS Systems, Inc.		**Vendor #:** 28678	**Dept Contact:** Eve Kraus

Background and/or Reason for Change Order Request: Request for approval of Change Order #6 to PURVIS Systems Incorporated PO924025/7298-1 to add Quote PC2026-045 for additional optional equipment for the Itasca Fire Protection District fire station that is being constructed and to document the revised milestone schedule for payment and accounting of contractual obligations. Total amount of equipment and installation is $19,790.00, amount of annual maintenance is $900.00, for a total change order amount of $20,690.00, and a new contract amount of $697,920.00.

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	$424,730.00
B	Net $ change for previous Change Orders	$252,500.00
C	Current contract amount (A + B)	$677,230.00
D	Amount of this Change Order ☒ Increase ☐ Decrease	$20,690.00
E	New contract amount (C + D)	$697,920.00
F	Percent of current contract value this Change Order represents (D / C)	3.06%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	64.32%

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 4000-5820-54110

☐ OTHER - explain below:

ek	630-550-7743	Jun 17, 2025	LMZ	630-878-2509	Jun 17, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

		SK	6/26/2025
Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over $25,000)	Date	Chairman's Office (Decision Memos Over $25,000)	Date