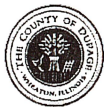


Consent  
PW 1/20  
CB 1/27



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jan 5, 2026

MinuteTraq (IQM2) ID #: N/A

<b>Purchase Order #:</b> 7649SERV	<b>Original Purchase Order Date:</b> Apr 8, 2025	<b>Change Order #:</b> 1	<b>Department:</b> Public Works
<b>Vendor Name:</b> Olsson Roofing		<b>Vendor #:</b> 19225	<b>Dept Contact:</b> Drew Cormican
<b>Background and/or Reason for Change Order Request:</b> Decrease contract by \$17,575 and close contract.			
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- ☒ (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	\$193,325.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$193,325.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$17,575.00)
E	New contract amount (C + D)	\$175,750.00
F	Percent of current contract value this Change Order represents (D / C)	-9.09%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-9.09%

### 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  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☐ Funding Source \_\_\_\_\_
- ☐ OTHER - explain below:

<u>Dse</u>	<u>1/5/26</u>	<u>sp</u>	<u>1/5/26</u>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)
			Phone Ext
			Date
<b>REVIEWED BY (Initials Only)</b>			
<u>8</u>	<u>1/12/2026</u>		
Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date