

CONSENT
PW 1120
CB 1127

Date: Jan 5, 2026

MinuteTraq (IQM2) ID #: N/A



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Purchase Order #:	7649SERV	Original Purchase Order Date:	Apr 8, 2025	Change Order #:	1	Department:	Public Works
Vendor Name:	Olsson Roofing	Vendor #:	19225	Dept Contact:	Drew Cormican		
Background and/or Reason for Change Order Request:	Decrease contract by \$17,575 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			\$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 ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source _____
- OTHER - explain below:

Prepared By (Initials)	1/5/26	Recommended for Approval (Initials)	1/5/26
REVIEWED BY (Initials Only)			
Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date