



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 18, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 6937-0001 SERV	Original Purchase Order Date: Apr 14, 2024	Change Order #: 5	Department: Facilities Management
Vendor Name: A&P Grease Trappers Inc DBA Ability Septic, A&P Plumbing & Sewer, LLC	Vendor #: 12241	Dept Contact: Mary Ventrella	
Background and/or Reason for Change Order Request:	Increase contract from \$87,750.00 to \$102,750.00; Line #4 1000-1100-53300 \$15,000.00		
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	\$82,750.00
B	Net \$ change for previous Change Orders	\$5,000.00
C	Current contract amount (A + B)	\$87,750.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$15,000.00
E	New contract amount (C + D)	\$102,750.00
F	Percent of current contract value this Change Order represents (D / C)	17.09%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	24.17%

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 1000-1100-53300
- ☐ OTHER - explain below:

Signature on File			
MY	5705	Jun 18, 2025	6/18/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials) Phone Ext Date
REVIEWED BY (Initials Only)			
Buyer	Date	Procurement Officer	Date
Chief Financial Officer	Date	Chairman's Office	Date
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)	