



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 19, 2025

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 7243-0001-SERV	Original Purchase Order Date: Aug 13, 2024	Change Order #: 1	Department: Stormwater Management
Vendor Name: Copenhagen Construction, Inc		Vendor #: 13083	Dept Contact: Jamie Lock
Background and/or Reason for Change Order Request:	Increase Line 2 FY25 1600-3000-53830 by \$59,300.00, Additional work is required in the contract in order to address conditions encountered in the field. Additional quantities for several line items in the contract are needed in order to successfully complete the project.		
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	\$1,720,415.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$1,720,415.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$59,300.00
E	New contract amount (C + D)	\$1,779,715.00
F	Percent of current contract value this Change Order represents (D / C)	3.45%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	3.45%

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 1600-3000-53830

☐ OTHER - explain below:

JCL	6705	Sep 19, 2025	<i>STP</i>	6676	1.25
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 (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date