



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

24-2877 consent
PW 11/5
CB 11/12

Date: Oct 24, 2024

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 5150SERV	Original Purchase Order Date: Feb 22, 2021	Change Order #: 3	Department: Public Works
Vendor Name: Joseph J Henderson & Sons	Vendor #: 15050	Dept Contact: Drew Cormican	
Background and/or Reason for Change Order Request:	Time extension until 6/30/2025. No change in contract total.		
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	\$9,933,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$9,933,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$9,933,000.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

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: Jun 30, 2024 to: Jun 30, 2025

Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount
 Funding Source _____

OTHER - explain below: _____

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Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)
		10/24/24	
REVIEWED BY (Initials Only)			
Buyer	Date	Procurement Officer	Date
			10/31/2024
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date