



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 21, 2025
MinuteTraq (IQM2) ID #: 25-2593

Purchase Order #: 7092-0001 SERV Original Purchase Order Date:			Change Order #: 2	Department: Facilities Management	
Vendor Name: Clark Dietz, Inc.			Vendor #: 10800	Dept Contact: Cathie Figlewski	
Background and/or Reason for Change Order Request: Contract time extension to November 30, 2026. No change in contract amount.					
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					\$68,400.00
B Net \$ change for previous Change Orders					\$0.00
C Current contract amount (A + B)					\$68,400.00
D Amount of this Change Order					
E New contract amount (C + D)					\$68,400.00
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 — Increase encumbrance — — — — — — — — — — — — — — — — — — —					Increase encumbrance
DECISION MEMO REQUIRED ☐ Increase (greater than 29 days) contract expiration from: Nov 30, 2025 to: Nov 30, 2026					
Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source					
OTHER - explain below:					
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cf	5665	Oct 21, 2025		5665	Oct 21, 2025
Prepared By (Initia	Phone Ext	Date	Recommended for Appro		
REVIEWED BY (Initials Only)					
			X	7	1 _ 1
Punor		 Date	Procurement Officer		10/57/5001 <u>Date</u>
Buyer		Date	Frocurement Officer		Dal d
Chief Financial Officer (Decision Memos Over \$25,000) Date			Chairman's Office (Decision Memos Over \$	25,000)	Date