



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

consent
PW 11/14
CB 11/12

Date: Oct 21, 2025

MinuteTraq (IQM2) ID #: 25-2593

Purchase Order #: 7092-0001 SERV	Original Purchase Order Date: May 28, 2024	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 ☐ Increase ☐ Decrease
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

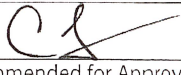
- ☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only
- ☐ Change budget code from: _____ to: _____
- ☐ Increase/Decrease quantity from: _____ to: _____
- ☐ Price shows: _____ should be: _____
- ☐ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

DECISION MEMO REQUIRED

☒ Increase (greater than 29 days) contract expiration from: Nov 30, 2025 to: Nov 30, 2026

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

☐ OTHER - explain below:

cf	5665	Oct 21, 2025		5665	Oct 21, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer 	Date	10/27/2025	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		