



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 22, 2025

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 7226-0001-SERV	<b>Original Purchase Order Date:</b> Aug 13, 2024	<b>Change Order #:</b> 4	<b>Department:</b> Stormwater Management
<b>Vendor Name:</b> Copenhagen Construction, Inc		<b>Vendor #:</b> 13083	<b>Dept Contact:</b> Jamie Lock
<b>Background and/or Reason for Change Order Request:</b>	Increase line 5 FY25 1600-3000-53830 by \$70,100.00. 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.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

☒ (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	\$2,035,871.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$2,035,871.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$70,100.00
E	New contract amount (C + D)	\$2,105,971.00
F	Percent of current contract value this Change Order represents (D / C)	3.44%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	3.44%

### 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 22, 2025		6676	09.25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		