



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: 06/23/255

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 7531	Original Purchase Order Date: Jan 1, 2025	Change Order #: 2	Department: Community Service
Vendor Name: Gardenworks Project		Vendor #: 42556	Dept Contact: Mary Keating
Background and/or Reason for Change Order Request:	Add \$4,992 to line 1 (5000 1650 53820 25-231028). The new contract total is now increased to \$74,992. Revised budget is attached with this change order.		
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	\$70,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$70,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$4,992.00
E	New contract amount (C + D)	\$74,992.00
F	Percent of current contract value this Change Order represents (D / C)	7.13%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	7.13%

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 _____
- ☐ OTHER - explain below: _____

Lan Nguyen	6131	Jun 23, 2025		6457	6/24/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date		Procurement Officer	Date	6/26/2025
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		