

Consent  
PW 5/20  
CB 5/27

5/20 comm  
5/27 BOARD



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: May 1, 2025

MinuteTraq (IQM2) ID #: N/A

<b>Purchase Order #:</b> 7248SERV	<b>Original Purchase Order Date:</b> Sep 10, 2024	<b>Change Order #:</b> 2	<b>Department:</b> Public Works
<b>Vendor Name:</b> Hoerr Construction		<b>Vendor #:</b> 22883	<b>Dept Contact:</b> Drew Cormican
<b>Background and/or Reason for Change Order Request:</b>	Decrease and close contract.		
<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	\$139,671.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$139,671.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$11,739.48)
E	New contract amount (C + D)	\$127,931.52
F	Percent of current contract value this Change Order represents (D / C)	-8.41%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-8.41%

**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 ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:

<i>DR</i>		5/1/25	<i>mr</i>	5/1/2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
<b>REVIEWED BY (Initials Only)</b>				
			<i>[Signature]</i>	5/8/2025
Buyer	Date	Procurement Officer	Date	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	