



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 8/19
CB 8/26

Comm-

Date: Aug 6, 2025

MinuteTraQ (IQM2) ID #: N/A

Purchase Order #: 7662SERV	Original Purchase Order Date: Apr 22, 2025	Change Order #: 1	Department: Public Works
Vendor Name: Chicagoland Paving Contractors		Vendor #: 31222	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Decrease contract by (\$14,250.00) and close contract.		
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	\$99,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$99,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$14,250.00)
E	New contract amount (C + D)	\$84,750.00
F	Percent of current contract value this Change Order represents (D / C)	-14.39%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-14.39%

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:

Prepared By (Initials) <u>DSE</u>	Phone Ext _____	Date <u>8/6/25</u>	Recommended for Approval (Initials) <u>mp</u>	Phone Ext _____	Date <u>8/7/25</u>
REVIEWED BY (Initials Only)					
Buyer _____	Date _____	Procurement Officer <u>[Signature]</u>	Date <u>8/8/2025</u>		
Chief Financial Officer (Decision Memos Over \$25,000)	Date _____	Chairman's Office (Decision Memos Over \$25,000)	Date _____		