

CONSENT
 PW 2/17
 FI 2/24
 Date: Feb 3, 2026

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
 Revised 10-01-2025

File ID #: _____

Purchase Order #: 7701-0001 SERV	Original Purchase Order Date: May 13, 2025	Change Order #: 1	Department: Facilities Management
Vendor Name: Connelly Electric Co.		Vendor #: 45439	Dept. Contact: Cathie Figlewski
Action Requested and Reason for Change Order Request: Contract to furnish and install a replacement switchgear at the Power Plant for Facilities Management. Request to extend the contract to May 31, 2027 due to a delay in receiving the replacement switchgear and the project must take place when the chillers are off during cold weather.			

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	\$324,300.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$324,300.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New Contract Amount (C + D)	\$324,300.00
F	Cumulative Change Order Amount (B + D)	\$0.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- Cancel Entire Order
- Close Contract
- Contract Extension (≤59 Days)
- Update Budget Code
- Change Budget Code From: _____ to: _____
- Increase/Decrease Quantity From: _____ to: _____
- Price Shows: _____ should be: _____ Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract
- Increase Encumbrance and Close Contract
- Decrease Encumbrance
- Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- Contract Extension Greater Than 59 Days From May 12, 2026 to: May 31, 2027 Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above) Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.
 Request to extend the contract to May 31, 2027 due to a delay in receiving the replacement switchgear and the project must take place when the chillers are off during cold weather.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.
 Lowest responsible bid #25-057-FM

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

- 1) Do not approve time extension. Not recommended because the replacement switchgear has already been ordered and we are waiting arrival.
- 2) Approve contract time extension to May 31, 2027.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

Time extension only. No change in contract total.

APPROVALS - Initials Only

cf	5665	Feb 3, 2026		5665	Feb 3, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
		2/9/2026			
Reviewed by Procurement Officer	Date		Completed by Buyer		Date