



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
AS 10/21
CB 10/28

Date: Sep 15, 2025

MinuteTraQ (IQM2) ID #: AS-P-0165-22

Purchase Order #: 5853-0001-SERV	Original Purchase Order Date: Jun 24, 2022	Change Order #: 10	Department: Facilities Management
Vendor Name: RWE Design Build			Vendor #: 21914
Dept Contact: Kristie Lecaros			
Background and/or Reason for Change Order Request:	Extend contract to November 30, 2026. No change in contract amount.		
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	\$10,967,013.00
B	Net \$ change for previous Change Orders	\$2,488,898.00
C	Current contract amount (A + B)	\$13,455,911.00
D	Amount of this Change Order ☐ Increase ☐ Decrease	\$0.00
E	New contract amount (C + D)	\$13,455,911.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	22.69%

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: Nov 30, 2025 to: Nov 30, 2026
- ☐ Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below:

caf	5665	Sep 15, 2025	LKS	2806	9/25/2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer			Procurement Officer		
Date			Date		
Chief Financial Officer			Chairman's Office		
(Decision Memos Over \$25,000)			(Decision Memos Over \$25,000)		
Date			Date		