



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

PW 9/2
FI + CB 9/9

Date: Aug 14, 2025

MinuteTraq (IQM2) ID #: 25-2003

Purchase Order #: 7721-0001 SERV	Original Purchase Order Date: May 28, 2025	Change Order #: 3	Department: Facilities Management
Vendor Name: Allied Valve, Inc.		Vendor #: 21794	Dept Contact: Mary Ventrella
Background and/or Reason for Change Order Request:	Change order to increase contract in the amount of \$55,000.00 for unforeseen major valve repairs at the Power Plant. Line 1: Increase by \$15,690 Line 2: Increase by \$39,310		
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
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B)
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease
E	New contract amount (C + D)
F	Percent of current contract value this Change Order represents (D / C)
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)

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 1000-1100-53370
- ☐ OTHER - explain below:

Signature on File _____

MV	5705	Aug 14, 2025	5665	Aug 14, 2025
Prepared By (Initials)	Phone Ext	Date	for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	
Chief Financial Officer	Date	Chairman's Office	Date	
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)		