

HS Only 9/12



**Request for Change Order**  
**Procurement Services Division**  
 Attach copies of all prior Change Orders

Date: Aug 11, 2025

MinuteTraq (IQM2) ID #:

<b>Purchase Order #:</b> 7751	<b>Original Purchase Order Date:</b> Jul 1, 2025	<b>Change Order #:</b> 1	<b>Department:</b> Community Services
<b>Vendor Name:</b> Crowley Engineering LLCQ		<b>Vendor #:</b> 46283	<b>Dept Contact:</b> Gina Strafford-Ahmed
<b>Background and/or Reason for Change Order Request:</b>	To increase the PO amount as the final invoice is \$19,085.72 1. Increase line 1 by \$4,086.72		
<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	\$14,999.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$14,999.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$4,086.72
E	New contract amount (C + D)	\$19,085.72
F	Percent of current contract value this Change Order represents (D / C)	27.25%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	27.25%

<b>DECISION MEMO NOT REQUIRED</b>			
<input type="checkbox"/> Cancel entire order	<input type="checkbox"/> Close Contract	<input type="checkbox"/> Contract Extension (29 days)	<input type="checkbox"/> Consent Only
<input type="checkbox"/> Change budget code from: _____		to: _____	
<input type="checkbox"/> Increase/Decrease quantity from: _____		to: _____	
<input type="checkbox"/> Price shows: _____		should be: _____	
<input type="checkbox"/> Decrease remaining encumbrance and close contract	<input type="checkbox"/> Increase encumbrance and close contract	<input type="checkbox"/> Decrease encumbrance	<input type="checkbox"/> Increase encumbrance

<b>DECISION MEMO REQUIRED</b>	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____	to: _____
<input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount	<input checked="" type="checkbox"/> Funding Source 5000 1555 53090 RETRO
<input type="checkbox"/> OTHER - explain below: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

Deependra Kantha	6164	Aug 11, 2025	<i>Ch</i>	6/82	8/11/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		