



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 31, 2025

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6131-1-SERV	Original Purchase Order Date: Dec 1, 2022	Change Order #: 4	Department: Stormwater Management
Vendor Name: CEMCON, Ltd.		Vendor #: 11015	Dept Contact: Christine Klepp
Background and/or Reason for Change Order Request:	Increase contract amount \$45,000.00 and extend contract deadline to November 30, 2025.		
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	\$95,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$95,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$45,000.00
E	New contract amount (C + D)	\$140,000.00
F	Percent of current contract value this Change Order represents (D / C)	47.37%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	47.37%

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

CMK	6708	Mar 31, 2025	<i>SA</i>	<i>6676</i>	<i>04.15.25</i>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		