



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 9/16
CB 9/23

25-2164

Date: Sep 4, 2025

MinuteTraq (IQM2) ID #: N/A




Purchase Order #: 6303SERV	Original Purchase Order Date: Feb 14, 2023	Change Order #: 1	Department: Public Works
Vendor Name: Donohue & Associates, Inc.		Vendor #: 34931	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Contract time extension to November 30, 2026. No change in contract total.		
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 type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$95,000.00
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)	0.00%
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	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Dec 31, 2025 to: Nov 30, 2026	
<input type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

 Prepared By (Initials)	_____ Phone Ext	9/4/25 Date	 Recommended for Approval (Initials)	_____ Phone Ext	9/5/25 Date
REVIEWED BY (Initials Only)					
_____ Buyer	_____ Date	 Procurement Officer		9/9/2025 Date	
_____ Chief Financial Officer (Decision Memos Over \$25,000)	_____ Date	_____ Chairman's Office (Decision Memos Over \$25,000)		_____ Date	