

PW 116  
FI+OB 1113



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Dec 23, 2025

MinuteTraq (IQM2) ID #:




<b>Purchase Order #:</b> 6971SERV	<b>Original Purchase Order Date:</b> Mar 16, 2024	<b>Change Order #:</b> 8	<b>Department:</b> Public Works
<b>Vendor Name:</b> AT&T			<b>Dept Contact:</b> Drew Cormican
<b>Vendor #:</b> 10008			
<b>Background and/or Reason for Change Order Request:</b>	Increase contract total by \$15,000. Increase line 7 FY26 2000-2555-53250 \$5,000. Increase line 8 FY26 2000-2665-53250 \$10,000.		
<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	\$47,600.00
B	Net \$ change for previous Change Orders	\$10,000.00
C	Current contract amount (A + B)	\$57,600.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$15,000.00
E	New contract amount (C + D)	\$72,600.00
F	Percent of current contract value this Change Order represents (D / C)	26.04%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	52.52%
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

<b>DECISION MEMO REQUIRED</b>	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input checked="" 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:	

	12/23/25		12/23/2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)
<b>REVIEWED BY (Initials Only)</b>			
	12/24/2025		
Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date