

PW 116
Fl+OB 113



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Dec 23, 2025

MinuteTraq (IQM2) ID #:

| | | | | | | | |
|--|---|-------------------------------|--------------|-----------------|---------------|-------------|--------------|
| Purchase Order #: | 6971SERV | Original Purchase Order Date: | Mar 16, 2024 | Change Order #: | 8 | Department: | Public Works |
| Vendor Name: | AT&T | Vendor #: | 10008 | Dept Contact: | Drew Cormican | | |
| Background and/or Reason for Change Order Request: | Increase contract total by \$15,000. Increase line 7 FY26 2000-2555-53250 \$5,000. Increase line 8 FY26 2000-2665-53250 \$10,000. | | | | | | |

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 | | \$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

DECISION MEMO REQUIRED

Increase (greater than 29 days) contract expiration from: _____ to: _____
 Increase ≥ \$2,500.00, or ≥ 10% of current contract amount Funding Source _____
 OTHER - explain below:

| | | | | | | |
|------------------------|-----------|------|----------|-------------------------------------|-----------|------------|
| Prepared By (Initials) | Phone Ext | Date | 12/23/25 | Recommended for Approval (Initials) | Phone Ext | 12/23/2025 |
|------------------------|-----------|------|----------|-------------------------------------|-----------|------------|

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 |