



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Stormwater 516  
FI + CB 5/13

Date: Mar 31, 2025

MinuteTraq (IQM2) ID #:

<b>Purchase Order #:</b> 6131-1-SERV	<b>Original Purchase Order Date:</b> Dec 1, 2022	<b>Change Order #:</b> 4	<b>Department:</b> Stormwater Management
<b>Vendor Name:</b> CEMCON, Ltd.		<b>Vendor #:</b> 11015	<b>Dept Contact:</b> Christine Klepp
<b>Background and/or Reason for Change Order Request:</b>	Increase contract amount \$45,000.00 and extend contract deadline to November 30, 2025.		
<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	\$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>	6676	04/15/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date	4/18/2025	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		