

Consent  
PW 5/20  
CB 5/27

5/20 Comm  
5/22 Board



**Request for Change Order**  
**Procurement Services Division**  
Attach copies of all prior Change Orders

Date: May 1, 2025  
MinuteTraq (IQM2) ID #: N/A

<b>Purchase Order #:</b> 7293SERV	<b>Original Purchase Order Date:</b> Aug 1, 2024	<b>Change Order #:</b> 4	<b>Department:</b> Public Works
<b>Vendor Name:</b> Menards		<b>Vendor #:</b> 10851	<b>Dept Contact:</b> Drew Cormican
<b>Background and/or Reason for Change Order Request:</b>	Decrease and close contract.		
<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
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B)
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease
E	New contract amount (C + D)
F	Percent of current contract value this Change Order represents (D / C)
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)

<b>DECISION MEMO NOT REQUIRED</b>			
<input type="checkbox"/> Cancel entire order	<input type="checkbox"/> Close Contract	<input type="checkbox"/> Contract Extension (29 days)	<input type="checkbox"/> Consent Only
<input type="checkbox"/> Change budget code from: _____ to: _____			
<input type="checkbox"/> Increase/Decrease quantity from: _____ to: _____			
<input type="checkbox"/> Price shows: _____ should be: _____			
<input checked="" type="checkbox"/> Decrease remaining encumbrance and close contract	<input type="checkbox"/> Increase encumbrance and close contract	<input type="checkbox"/> Decrease encumbrance	<input type="checkbox"/> Increase encumbrance

<b>DECISION MEMO REQUIRED</b>	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below: _____	

<u>DSE</u> Prepared By (Initials)	_____ Phone Ext	<u>5/1/25</u> Date	<u>MC</u> Recommended for Approval (Initials)	_____ Phone Ext	<u>5/1/2025</u> Date
<b>REVIEWED BY (Initials Only)</b>					
_____ Buyer	_____ Date	_____ Procurement Officer	_____ Date		
_____ Chief Financial Officer (Decision Memos Over \$25,000)	_____ Date	_____ Chairman's Office (Decision Memos Over \$25,000)	_____ Date		