Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 1, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 924025/7298-1	**Original Purchase Order Date:** Oct 9, 2024	**Change Order #:** 4	**Department:** ETSB
Vendor Name: PURVIS Systems Incorporated		**Vendor #:** 28678	**Dept Contact:** Eve Kraus

Background and/or Reason for Change Order Request:	Request for approval of Change Order #7 to PURVIS Systems Incorporated PO 924025/7298-1 to add Quotes PC2026-100 and PC2026-148 for additional optional equipment for Winfield Fire and Itasca Fire and to document the revised milestone schedule for payment and accounting of contractual obligations. These equipment costs will be reimbursed by the agency to ETSB. Total amount of $4,885.00, for a new contract amount of $702,805.00.

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	$424,730.00
B	Net $ change for previous Change Orders	$273,190.00
C	Current contract amount (A + B)	$697,920.00
D	Amount of this Change Order ☒ Increase ☐ Decrease	$4,885.00
E	New contract amount (C + D)	$702,805.00
F	Percent of current contract value this Change Order represents (D / C)	0.70%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	65.47%

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 4000-5820-54110

☐ OTHER - explain below:

ek	630-550-7743	Oct 1, 2025	LMZ	630-878-2509	Oct 1, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

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