



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 17, 2025

MinuteTraq (IQM2) ID #: _____

| | | | |
|---|---|--------------------------|--------------------------------|
| Purchase Order #: 924025/7298-1 | Original Purchase Order Date: Oct 9, 2024 | Change Order #: 6 | Department: ETSB |
| Vendor Name: PURVIS Systems, Inc. | | Vendor #: 28678 | Dept Contact: Eve Kraus |
| Background and/or Reason for Change Order Request: | Request for approval of Change Order #6 to PURVIS Systems Incorporated PO924025/7298-1 to add Quote PC2026-045 for additional optional equipment for the Itasca Fire Protection District fire station that is being constructed and to document the revised milestone schedule for payment and accounting of contractual obligations. Total amount of equipment and installation is \$19,790.00, amount of annual maintenance is \$900.00, for a total change order amount of \$20,690.00, and a new contract amount of \$697,920.00. | | |
| 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 | \$252,500.00 |
| C | Current contract amount (A + B) | \$677,230.00 |
| D | Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease | \$20,690.00 |
| E | New contract amount (C + D) | \$697,920.00 |
| F | Percent of current contract value this Change Order represents (D / C) | 3.06% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | 64.32% |

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

| DECISION MEMO REQUIRED | |
|--|---|
| <input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____ | <input type="checkbox"/> Funding Source 4000-5820-54110 |
| <input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount | |
| <input type="checkbox"/> OTHER - explain below: | |
| | |

| ek | 630-550-7743 | Jun 17, 2025 | LMZ | 630-878-2509 | Jun 17, 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 | | |