Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Nov 26, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 922043/6145-1	**Original Purchase Order Date:** Dec 23, 2022	**Change Order #:** 5	**Department:** ETSB
Vendor Name: Comcast Holdings Corporation dba Comcast Business Communications LLC		**Vendor #:** 12382	**Dept Contact:** Eve Kraus

Background and/or Reason for Change Order Request:	Request for Change Order #5 to Comcast Holdings Corporation dba Comcast Business Communications LLC PO 922043/6145-1 to encumber additional funds for increased taxes/fees in the County Finance software for monthly payments of fiber network invoices through the end of the current contract which expires December 22, 2026. Total amount of request: $105,236.00, for a new contract total amount of $1,842,836.00.

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	$1,737,600.00
B	Net $ change for previous Change Orders	$0.00
C	Current contract amount (A + B)	$1,737,600.00
D	Amount of this Change Order ☒ Increase ☐ Decrease	$105,236.00
E	New contract amount (C + D)	$1,842,836.00
F	Percent of current contract value this Change Order represents (D / C)	6.06%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	6.06%

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:

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

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date 12/2/2025
Chief Financial Officer (Decision Memos Over $25,000)	Date	Chairman's Office (Decision Memos Over $25,000)	Date