



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
AS 10/21
CB 10/28

Date: Sep 15, 2025

MinuteTraQ (IQM2) ID #: AS-P-0165-22

Purchase Order #: 5853-0001-SERV	Original Purchase Order Date: Jun 24, 2022	Change Order #: 10	Department: Facilities Management
Vendor Name: RWE Design Build			Vendor #: 21914
Dept Contact: Kristie Lecaros			
Background and/or Reason for Change Order Request:	Extend contract to November 30, 2026. No change in contract amount.		
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	\$10,967,013.00
B	Net \$ change for previous Change Orders	\$2,488,898.00
C	Current contract amount (A + B)	\$13,455,911.00
D	Amount of this Change Order ☐ Increase ☐ Decrease	\$0.00
E	New contract amount (C + D)	\$13,455,911.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	22.69%

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: Nov 30, 2025 to: Nov 30, 2026
- ☐ Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below:

caf	5665	Sep 15, 2025	LKS	2806	9/25/2025
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