

Consent
PW 4/7
CB 4/14

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: Mar 18, 2026

File ID #: 26-1039

Purchase Order #: 6793-1-SERV	Original Purchase Order Date: Nov 1, 2023	Change Order #: 3	Department: Facilities Management
Vendor Name: GenServe LLC		Vendor #: 41555	Dept. Contact: Katie Boffa
Action Requested and Reason for Change Order Request: Decrease line 1 \$1.00, line 2 \$1.00, line 3 \$250.00, line 4 \$3,750.00, line 5 \$4,120.72, line 6 \$971.44, line 7 \$3,270.00, line 9 \$4,956.00, line 10 \$19,238.15, line 11 \$1,163.00, line 12 \$3,520.00, line 13 \$88.97, line 14 \$4,956.00 and close contract.			

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		\$135,912.00
B	Net \$ Change for Previous Change Order		\$0.00
C	Current Contract Amount (A + B)		\$135,912.00
D	Amount of this Change Order	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$46,286.28)
E	New Contract Amount (C + D)		\$89,625.72
F	Cumulative Change Order Amount (B + D)		(\$46,286.28)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		-34.06%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- Cancel Entire Order
- Close Contract
- Contract Extension (≤59 Days)
- Update Budget Code
- Change Budget Code From: _____ to: _____
- Increase/Decrease Quantity From: _____ to: _____
- Price Shows: _____ should be: _____
- Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract
- Increase Encumbrance and Close Contract
- Decrease Encumbrance
- Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- Contract Extension Greater Than 59 Days From _____ to: _____
- Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above)
- Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

APPROVALS - Initials Only

KB	5695	Mar 18, 2026	<u>Q. #</u>	5645	Mar 24, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u>8</u>					
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	
	<u>3/30/2026</u>				