

TC/CB (consent) - NO LSCD

consent
DOT 6/1/26
CB 6/23

1005
48

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

Date: Jun 2, 2026

File ID #: 26-1693

Purchase Order #: 6127-1-SERV	Original Purchase Order Date: Dec 1, 2022	Change Order #: 2	Department: Division of Transportation
Vendor Name: Huff & Huff, Inc.		Vendor #: 11585	Dept. Contact: Kathleen Black Curcio
Action Requested and Reason for Change Order Request:	Professional Landscape Design and Engineering Services for various County highway projects, for the Division of Transportation, ending November 30, 2024. Section # 22-LDSCP-06-EG. Decrease remaining encumbrance 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	\$100,000.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$100,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$17,946.98)
E	New Contract Amount (C + D)	\$82,053.02
F	Cumulative Change Order Amount (B + D)	(\$17,946.98)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-17.95%

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

kbc
Prepared By _____ Phone Ext. 6892 Date Jun 2, 2026

Recommended for Approval ST Phone Ext. 6910 Date 6/3/26

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Reviewed by Procurement Officer _____ Date 6/10/2026

Completed by Buyer _____ Date _____