

Consent
JPS 6/1/16
OB 6/23

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

Date: Jun 8, 2026

File ID #:

Purchase Order #: 8080-0001 SERV	Original Purchase Order Date: Dec 1, 2025	Change Order #: 1	Department: CCT
Vendor Name: Worobec, William		Vendor #: 12961	Dept. Contact: Nicole Swiss
Action Requested and Reason for Change Order Request: Decrease PO by (\$24,000.00) to \$0.00 and close PO. Contract cancelled			

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	\$48,000.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$48,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$24,000.00)
E	New Contract Amount (C + D)	\$24,000.00
F	Cumulative Change Order Amount (B + D)	(\$24,000.00)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-50.00%

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

NS

Jun 8, 2026

Signature on File

Prepared By

Phone Ext.

Date

Recommended for Approval

Phone Ext.

Date



6/9/2026

Reviewed by Procurement Officer

Date

Completed by Buyer

Date