

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Consent
SWM 8/4
CB 8/11

Date: Jul 17, 2026

File ID #:

Purchase Order #: 7738-1-SERV	Original Purchase Order Date: Jun 10, 2025	Change Order #: 2	Department: Stormwater Management
Vendor Name: Village of Westmont		Vendor #: 10469	Dept. Contact: Alicia Favela Perez
Action Requested and Reason for Change Order Request: Time extension through June 30, 2027, decrease Line 1 FY25 by \$14,230.00 and create new line FY27 1600-3000-53830, there is no change in the 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	\$14,230.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$14,230.00
D	Amount of this Change Order ☐ Increase ☐ Decrease	\$0.00
E	New Contract Amount (C + D)	\$14,230.00
F	Cumulative Change Order Amount (B + D)	\$0.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

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 Aug 28, 2026 to Jun 30, 2027 ☐ 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.

Extension required due to weather-related delays. Project will be completed within 12 months.

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. Staff recommend extending the contract for the requested 12 months as the project will significantly reduce pollutant loadings entering into the Salt Creek watershed. Staff does not recommend canceling the contract, as the project may never be completed.

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

FY 2026: \$0

FY 2027: \$14,230

Approved Budget Amount: \$14,230

Account Number: 1600-3000-53830

APPROVALS - Initials Only

<u>AFP</u>	<u>6698</u>	<u>7/24/2026</u>	<u>SH</u>	<u>6676</u>	<u>7/24/2026</u>
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
					
<u>Reviewed by Procurement Officer</u>	<u>7/27/2026</u>		<u>Completed by Buyer</u>		<u>Date</u>
	Date				