

consent  
PW 1/20  
CB 1/27



**Request for Change Order**  
Procurement Services Division  
Attach copies of all prior Change Orders

Date: Jan 5, 2026  
MinuteTraq (IQM2) ID #: N/A

<b>Purchase Order #:</b> 5927SERV	<b>Original Purchase Order Date:</b> Aug 1, 2022	<b>Change Order #:</b> 1	<b>Department:</b> Public Works
<b>Vendor Name:</b> Peregrine Services		<b>Vendor #:</b> 19699	<b>Dept Contact:</b> Drew Cormican
<b>Background and/or Reason for Change Order Request:</b>	Decrease contract by \$12,580.66 and close contract		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (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 <span style="float: right;">\$66,000.00</span>
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B) <span style="float: right;">\$66,000.00</span>
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease <span style="float: right;">(\$12,580.66)</span>
E	New contract amount (C + D) <span style="float: right;">\$53,419.34</span>
F	Percent of current contract value this Change Order represents (D / C) <span style="float: right;">-19.06%</span>
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) <span style="float: right;">-19.06%</span>

**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: \_\_\_\_\_ to: \_\_\_\_\_

Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount     
 Funding Source \_\_\_\_\_

OTHER - explain below: \_\_\_\_\_

<u>DSE</u>		<u>1/5/26</u>	<u>MC</u>	<u>1/5/26</u>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date

**REVIEWED BY (Initials Only)**

Buyer	Date	Procurement Officer	Date
		<u>[Signature]</u>	<u>1/12/2026</u>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date