



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

CONSENT  
 PW 1120  
 CB 1127

Date: Jan 5, 2026

MinuteTraq (IQM2) ID #: N/A

Purchase Order #:	5927SERV	Original Purchase Order Date:	Aug 1, 2022	Change Order #:	1	Department:	Public Works	
Vendor Name:			Peregrine Services	Vendor #:	19699	Dept Contact:		Drew Cormican
Background and/or Reason for Change Order Request:	Decrease contract by \$12,580.66 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		\$66,000.00
B	Net \$ change for previous Change Orders		
C	Current contract amount (A + B)		\$66,000.00
D	Amount of this Change Order	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$12,580.66)
E	New contract amount (C + D)		\$53,419.34
F	Percent of current contract value this Change Order represents (D / C)		-19.06%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		-19.06%

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

Prepared By (Initials) DSE Phone Ext \_\_\_\_\_ Date 1/5/26 Recommended for Approval (Initials) SS Phone Ext \_\_\_\_\_ Date 1/5/26

**REVIEWED BY (Initials Only)**

Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date