

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: May 20, 2026

File ID #: _____

Purchase Order #: 7239-1- SERV	Original Purchase Order Date: Jul 1, 2024	Change Order #: 1	Department: Stormwater Management
Vendor Name: Christopher B Burke		Vendor #: 10234	Dept. Contact: Alicia Favela
Action Requested and Reason for Change (\$6,007.50) Decrease and Close, PO expired on 11/30/25 Order Request:			

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	\$24,500.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$24,500.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$6,007.50)
E	New Contract Amount (C + D)	\$18,492.50
F	Cumulative Change Order Amount (B + D)	(\$6,007.50)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-24.52%

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

AFP	6698	May 20, 2026		2676	05-20-26
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	