



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 10/7
CB 10/14

Date: Aug 26, 2025

MinuteTraq (IQM2) ID #: 25-2269

Purchase Order #: 7036-0001 SERV	Original Purchase Order Date: Jun 1, 2024	Change Order #: 4	Department: Facilities Management
Vendor Name: Groot, Inc.	Vendor #: 27954		Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 1 \$35.71, line 3 \$146.84, line 4 \$714.00, line 5 \$35.71, line 6 \$282.34, line 7 \$22,870.09, line 8 \$714.00 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	\$125,045.78
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$125,045.78
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$24,798.69)
E	New contract amount (C + D)	\$100,247.09
F	Percent of current contract value this Change Order represents (D / C)	-19.83%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-19.83%

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 \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
☐ OTHER - explain below:

KB	5695	Aug 26, 2025		Sep 16, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date 9/22/2025	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	