

Consent
PW 8/19
OB 8/26

Comm.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 6, 2025

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 6890SERV	Original Purchase Order Date: Apr 1, 2024	Change Order #: 2	Department: Public Works
Vendor Name: Rowell Chemical Company		Vendor #: 39476	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Decrease contract by (\$14,740.94) 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	\$115,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$115,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$14,740.94)
E	New contract amount (C + D)	\$100,259.06
F	Percent of current contract value this Change Order represents (D / C)	-12.82%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-12.82%
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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below: _____	

<u>DSE</u>	<u>8/6/25</u>	<u>mr</u>	<u>8/7/25</u>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)
Reviewed By (Initials Only)			
Buyer	Date	Procurement Officer	Date <u>8/8/2025</u>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date