

Consent  
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# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division  
Revised 10-01-2025

Date: Jan 6, 2026

File ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 7425	<b>Original Purchase Order Date:</b> 10/22/2024	<b>Change Order #:</b> 1	<b>Department:</b> Community Services
<b>Vendor Name:</b> Parliament Builders Inc		<b>Vendor #:</b> 45321	<b>Dept. Contact:</b> David Stuckey
<b>Action Requested and Reason for Change Order Request:</b> To close the contract as it expired on 6/30/2025			

### 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		\$230,909.42
B	Net \$ Change for Previous Change Order		
C	Current Contract Amount (A + B)		\$230,909.42
D	Amount of this Change Order	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$201,198.22)
E	New Contract Amount (C + D)		\$29,711.20
F	Cumulative Change Order Amount (B + D)		(\$201,198.22)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		-87.13%

### 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**

RJ  
Prepared By \_\_\_\_\_ Phone Ext. 6183 Date Jan 6, 2026

OK  
Recommended for Approval \_\_\_\_\_ Phone Ext. 6182 Date 2/8/26

[Signature]  
Reviewed by Procurement Officer \_\_\_\_\_ Date 2/11/2026

Completed by Buyer \_\_\_\_\_ Date