

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Consent
SWM 11/4
CB 11/12

Date: Oct 6, 2025

File ID #:

Purchase Order #: 7073-0001 SERV	Original Purchase Order Date: May 14, 2024	Change Order #: 1	Department: Stormwater Management
Vendor Name: Village of Glendale Heights		Vendor #: 10228	Dept. Contact: Alicia Favela Perez
Action Requested and Reason for Change Order Request: Time extension through November 30, 2027, decrease Line 1 FY25 by \$90,000.00 and create new line FY27 1600-3000-53830, there is no change in the contract amount.			

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	\$90,000.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$90,000.00
D	Amount of this Change Order ☐ Increase ☐ Decrease	\$0.00
E	New Contract Amount (C + D)	\$90,000.00
F	Cumulative Change Order Amount (B + D)	\$0.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

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 Nov 30, 2025 to Nov 30, 2027 ☐ 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.

Extension required due to delays from other funding sources. Project will be completed within 24 months.

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.

Staff recommend extending the contract for the requested 24 months as the project will significantly improve the water quality of Lake Becerra, Armitage Creek, and the East Branch DuPage River. Staff does not recommend canceling the contract, as the project may never be completed.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

FY 2025: \$0

FY 2026: \$0

FY 2027: \$90,000

Approved Budget Amount: \$90,000

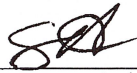
Account Number: 1600-3000-53830

APPROVALS - Initials Only

afp
Prepared By

6698
Phone Ext.

Oct 7, 2025
Date


Recommended for Approval

6676
Phone Ext.

10.8.25
Date


Reviewed by Procurement Officer

10/9/2025
Date

Completed by Buyer

Date