

Consent  
FI + CB 8/12



# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Date: Jul 30, 2025

File ID #: 25-1866

Purchase Order #: 5971	Original Purchase Order Date: 12/1/2022	Change Order #: 1	Department: Human Resources
Vendor Name: ROCK FUSCO & CONNELLY LLC		Vendor #: 23123	Dept. Contact: Yamika Johnson
Action Requested and Reason for Change: Decrease PO by (\$93,216.50) from \$150,000.00 to \$56,783.50. Order Request: Close PO expired on 11/30/2023.			

## 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	\$150,000.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$150,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$93,216.50)
E	New Contract Amount (C + D)	\$56,783.50
F	Cumulative Change Order Amount (B + D)	(\$93,216.50)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-62.14%

## DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- ☐ Cancel Entire Order ☐ Close Contract ☐ Contract Extension (59 Days) ☐ Consent Only
- ☐ 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

- ☐ Increase Contract Expiration 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

vc	6184	Jul 30, 2025	cc	6228	Aug 1, 2025
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
		8/6/2025			
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	