

Consent  
JPS 6/16  
CB 6/23

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division  
Revised 10-01-2025

Date: Jun 8, 2026

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

<b>Purchase Order #:</b> 8081-0001 SERV	<b>Original Purchase Order Date:</b> Dec 1, 2025	<b>Change Order #:</b> 1	<b>Department:</b> CCT
<b>Vendor Name:</b> Worobec, William		<b>Vendor #:</b> 12961	<b>Dept. Contact:</b> Nicole Swiss
<b>Action Requested and Reason for Change Order Request:</b> Decrease PO by (\$21,000.00) to \$0.00 and close PO. Contract cancelled			

**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	\$42,000.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$42,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$21,000.00)
E	New Contract Amount (C + D)	\$21,000.00
F	Cumulative Change Order Amount (B + D)	(\$21,000.00)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-50.00%

**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 \_\_\_\_\_ 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**

NS

Jun 8, 2026

**Signature on File**

Prepared By

Phone Ext.

Date

Recommended for Approval

Phone Ext.

Date



6/10/2026

Reviewed by Procurement Officer

Date

Completed by Buyer

Date