

Consent  
SWM 4/7  
CB 4/14

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: Mar 19, 2026

File ID #:

<b>Purchase Order #:</b> 7164-1- SERV	<b>Original Purchase Order Date:</b> Jul 9, 2024	<b>Change Order #:</b> 2	<b>Department:</b> Stormwater Management
<b>Vendor Name:</b> Gasperec Elberts		<b>Vendor #:</b> 32366	<b>Dept. Contact:</b> Alicia Favela
<b>Action Requested and Reason for Change Order Request:</b> Decrease PO by (\$11,536.40) to \$0.00 and close PO. PO Expired on 11/30/2025			

**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	\$60,000.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$60,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$11,536.40)
E	New Contract Amount (C + D)	\$48,463.60
F	Cumulative Change Order Amount (B + D)	(\$11,536.40)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-19.23%

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

- Cancel Entire Order
- Close Contract
- Contract Extension ( $\leq 59$  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**

AFP  
Prepared By

6698  
Phone Ext.

Mar 19, 2026  
Date

SA  
Recommended for Approval

6676  
Phone Ext.

3-23-26  
Date

[Signature]  
Reviewed by Procurement Officer

3/27/2026  
Date

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

\_\_\_\_\_  
Date