



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

consent
PW 1/20
CB 1/27

Date: Jan 5, 2026

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 5968SERV	Original Purchase Order Date: Aug 23, 2022	Change Order #: 9	Department: Public Works
Vendor Name: Fehr Graham and Associates		Vendor #: 38645	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Decrease contract by \$33,448.13 and close contract		
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 Orders	
C	Current contract amount (A + B)	\$90,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$33,448.13)
E	New contract amount (C + D)	\$56,551.87
F	Percent of current contract value this Change Order represents (D / C)	-37.16%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-37.16%

DECISION MEMO NOT REQUIRED

- ☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only
☐ Change budget code from: _____ to: _____
☐ Increase/Decrease quantity from: _____ to: _____
☐ Price shows: _____ should be: _____
☒ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

DECISION MEMO REQUIRED

- ☐ Increase (greater than 29 days) contract expiration from: _____ to: _____
☐ Increase \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
☐ OTHER - explain below:

<u>DSE</u>	Phone Ext	<u>1/5/26</u>	Date	<u>MP</u>	Phone Ext	<u>1/5/26</u>	Date
REVIEWED BY (Initials Only)							
Buyer		Date	Procurement Officer		Date <u>1/12/2026</u>		
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date		