



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

CONSENT  
HS 1120  
OB 1127  
Date: \_\_\_\_\_  
Dec 23, 2025

MinuteTraq (IQM2) ID #: \_\_\_\_\_  
26-0220

Purchase Order #:	7265-0001 SERV	Original Purchase Order Date:	Sep 25, 2024	Change Order #:	4	Department:	DuPage Care Center
Vendor Name:	Prairie Farms Dairy, Inc.			Vendor #:	44692	Dept Contact:	Mario Plata
Background and/or Reason for Change Order Request:	Fluid dairy for the period 09/25/24 through 09/24/25 for the DuPage Care Center. #1 Decrease and close line 1, 1200-2025-52210 in the amount of \$5,641.41 #2 Decrease and close line 2, 1200-2025-52210 in the amount of 11,875.93 - CONTRACT HAS EXPIRED						
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>							

(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.

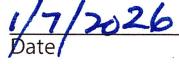
<b>INCREASE/DECREASE</b>		
A	Starting contract value	\$53,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$53,000.00
D	Amount of this Change Order	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease
		(\$17,517.34)
E	New contract amount (C + D)	\$35,482.66
F	Percent of current contract value this Change Order represents (D / C)	-33.05%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-33.05%

### 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 ≥ \$2,500.00, or ≥ 10%, of current contract amount       Funding Source \_\_\_\_\_  
 OTHER - explain below:  
 \_\_\_\_\_

CDK Prepared By (Initials)	4208 Phone Ext	Dec 23, 2025 Date	CDK Recommended for Approval (Initials)	4208 Phone Ext	Dec 23, 2025 Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	  1/7/2026 Date			
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)			