

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

AS 8/18
FI+ CB 8/25

Date: Jul 31, 2026

File ID #: 25-1203

Purchase Order #: 7725-1-SERV	Original Purchase Order Date: Jun 22, 2025	Change Order #: 3	Department: Animal Services
Vendor Name: HILL'S PET NUTRITION SALES INC		Vendor #: 11778	Dept. Contact: Kristie Lecaros x2803
Action Requested and Reason for Change Order Request: Increase contract amount by \$2,400.00 for a new contract total of \$31,892.15 Increase line 2 by \$2,400.00 for a new line total of \$18,541.11			

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	\$29,492.15
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$29,492.15
D	Amount of this Change Order ☒ Increase ☐ Decrease	\$2,400.00
E	New Contract Amount (C + D)	\$31,892.15
F	Cumulative Change Order Amount (B + D)	\$2,400.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	8.14%

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.

The original expiration date for this contract was set as June 21, 2026. Due to lack of qualified responses to the request for bid for pet food, this contract was extended on June 4, 2026 to allow more time to revise and re-post the bid for pet food. The extension unfortunately resulted in a greater than anticipated expense, requiring that more funds be added to the contract. The cumulative increase is <10%, but the new contract amount exceeds the allowable amount for committee approval.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

A price comparison of the top three pet food brands offering standard and prescription pet food with discounted shelter/rescue pricing (Hill's Science Diet, Purina Pro Plan, and Royal Canin) was performed in April/May 2025. A price comparison sheet based on 2024-2025 pet food usage by volume was presented to the Animal Services committee who approved the contract with Hill's Science Diet in the amount of \$29,492.15 at the May 20, 2025 committee meeting.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

1. Approve this change order as-is and increase the contract total to allow pet food to be purchased at a discount from Hill's Science Diet until the contract expires on August 19, 2026
2. Do not approve this change order, resulting in an inability to provide pet food for shelter animals at a discounted shelter/rescue price, and making it impossible to pay final invoices on the contract

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

The funds for the purchase of pet food for shelter animals is already available in the FY26 Animal Services budget 1100-1300-52210. There is no fiscal impact beyond FY26. A new contract for pet food is expected to appear on the Animal Services Committee and County Board agendas in August.

APPROVALS - Initials Only

KAL	2803	Jul 31, 2026		2806	7/31/2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
		8/3/2026			
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	