

Consent
SWM 6/2
CB 6/9

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

Date: May 15, 2026

File ID #: _____

Purchase Order #: 7945-1- SERV	Original Purchase Order Date: Jan 1, 2025	Change Order #: 2	Department: Stormwater Management
Vendor Name: Bay Crane Midwest		Vendor #: 47045	Dept. Contact: Alicia Favela
Action Requested and Reason for Change (\$13,973.40) Decrease and Close, PO expired on 11/30/25			
Order Request:			

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	\$24,508.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$24,508.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$13,973.40)
E	New Contract Amount (C + D)	\$10,534.60
F	Cumulative Change Order Amount (B + D)	(\$13,973.40)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-57.02%

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

AFP _____ 6698 _____ May 15, 2026 _____
Prepared By Phone Ext. Date

SPD _____ 6676 05.20.26
Recommended for Approval Phone Ext. Date

[Signature] _____ 5/26/2026
Reviewed by Procurement Officer Date

Completed by Buyer Date