

Consent  
SWM 6/12  
CB 6/19

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division  
Revised 10-01-2025

Date: May 15, 2026

File ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 7115-1- SERV	<b>Original Purchase Order Date:</b> Jun 11, 2024	<b>Change Order #:</b> 2	<b>Department:</b> Stormwater Management
<b>Vendor Name:</b> Farnsworth Group		<b>Vendor #:</b> 30135	<b>Dept. Contact:</b> Alicia Favela
<b>Action Requested and Reason for Change</b> (\$33,477.73) Decrease and Close, PO expired on 1/28/26			
<b>Order Request:</b>			

**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	(\$33,477.73)
E	New Contract Amount (C + D)	\$26,522.27
F	Cumulative Change Order Amount (B + D)	(\$33,477.73)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-55.80%

**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  
Prepared By \_\_\_\_\_  
6698  
Phone Ext. \_\_\_\_\_  
May 15, 2026  
Date \_\_\_\_\_

*SA*  
Recommended for Approval \_\_\_\_\_  
6676  
Phone Ext. \_\_\_\_\_  
05.20.2026  
Date \_\_\_\_\_

*[Signature]*  
Reviewed by Procurement Officer \_\_\_\_\_  
5/26/2026  
Date \_\_\_\_\_

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