



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

consent
PW 11/20
CB 11/27

Date: Jan 5, 2026

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 7151SERV	Original Purchase Order Date: Jun 26, 2024	Change Order #: 1	Department: Public Works
Vendor Name: Mid American Water		Vendor #: 11215	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Decrease contract by \$22,774.20 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
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B)
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease
E	New contract amount (C + D)
F	Percent of current contract value this Change Order represents (D / C)
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)

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:

Prepared By (Initials) <u>Dre</u>	Phone Ext	Date <u>1/5/26</u>	Recommended for Approval (Initials) <u>MP</u>	Phone Ext	Date <u>1/5/26</u>
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		