

consent  
PW 1/20  
CB 1/27



**Request for Change Order**  
**Procurement Services Division**  
Attach copies of all prior Change Orders

Date: Jan 5, 2026

MinuteTraq (IQM2) ID #: N/A

<b>Purchase Order #:</b> 7245SERV	<b>Original Purchase Order Date:</b> Apr 1, 2024	<b>Change Order #:</b> 2	<b>Department:</b> Public Works
<b>Vendor Name:</b> Polydyne Inc.		<b>Vendor #:</b> 11394	<b>Dept Contact:</b> Drew Cormican
<b>Background and/or Reason for Change Order Request:</b>	Decrease contract by \$43,908.80 and close contract.		
<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.

INCREASE/DECREASE		
A	Starting contract value	\$350,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$350,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$43,908.80)
E	New contract amount (C + D)	\$306,091.20
F	Percent of current contract value this Change Order represents (D / C)	-12.55%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-12.55%
<b>DECISION MEMO NOT REQUIRED</b>		

- ☐ 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

<b>DECISION MEMO REQUIRED</b>	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

Prepared By (Initials) <u>De</u>	Phone Ext	Date <u>1/7/26</u>	Recommended for Approval (Initials) <u>mp</u>	Phone Ext	Date <u>1/7/26</u>
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer <u>[Signature]</u>	Date <u>1/12/2026</u>		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		