

Consent  
SWM 417  
CB 4/14

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division  
Revised 10-01-2025

Date: Mar 23, 2026

File ID #:

|  |   |                           |  |
|--|---|---------------------------|--|
| <b>Purchase Order #:</b> 6744-1- SERV  | <b>Original Purchase Order Date:</b> Nov 14, 2023 | <b>Change Order #:</b> 10 | <b>Department:</b> Stormwater Management |
| <b>Vendor Name:</b> Earthwerks Land Improvement  |   | <b>Vendor #:</b> 11452    | <b>Dept. Contact:</b> Alicia Favela      |
| <b>Action Requested and Reason for Change Order Request:</b> Decrease PO by (\$301,988.00) to \$0.00 and close PO. PO Expired on 1/28/2026 |   |                           |  |

**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  |  | \$2,222,744.00 |
| B | Net \$ Change for Previous Change Order  |  | \$0.00         |
| C | Current Contract Amount (A + B)  |  | \$2,222,744.00 |
| D | Amount of this Change Order  | <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease | (\$301,988.00) |
| E | New Contract Amount (C + D)  |  | \$1,920,756.00 |
| F | Cumulative Change Order Amount (B + D)   |  | (\$301,988.00) |
| G | Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts) |  | -13.59%        |

**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       | Mar 23, 2026     | <u>SSA</u>               | 6676       | 3.23.26 |
| Prepared By                     | Phone Ext. | Date             | Recommended for Approval | Phone Ext. | Date    |
| <u>S</u>                        |            | <u>3/27/2026</u> |                          |            |         |
| Reviewed by Procurement Officer | Date       |                  | Completed by Buyer       | Date       |         |