

Consent  
PW 4/17  
CB 4/14

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division  
Revised 10-01-2025

Date: Mar 18, 2026

File ID #: 26-1037

<b>Purchase Order #:</b> 6688-1-SERV	<b>Original Purchase Order Date:</b> Nov 1, 2023	<b>Change Order #:</b> 1	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Gehrke Technology Group Inc		<b>Vendor #:</b> 39397	<b>Dept. Contact:</b> Katie Boffa
<b>Action Requested and Reason for Change Order Request:</b> Decrease line 1 \$1.00, line 2 \$4,375.00, line 3 \$6,275.00 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	\$13,801.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$13,801.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$10,651.00)
E	New Contract Amount (C + D)	\$3,150.00
F	Cumulative Change Order Amount (B + D)	(\$10,651.00)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-77.18%

### 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**

KB  
Prepared By

5695  
Phone Ext. Date

Mar 18, 2026

  
Recommended for Approval

5695  
Phone Ext. Date

Mar 24, 2026

  
Reviewed by Procurement Officer

3/26/2026  
Date

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