

Consent
DOT 5/15
CB 5/12 AS

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: Apr 23, 2026

File ID #: _____

Purchase Order #: 7393-1-SERV	Original Purchase Order Date: 12/01/2024	Change Order #: 4	Department: DOT
Vendor Name: DOT - US Standard Sign		Vendor #: 12124	Dept. Contact: Patricia Miller
Action Requested and Reason for Change Order Request: Aluminum Sign Blanks expired 12/31/25 Decrease remaining encumbrance & 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	\$41,467.88
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$41,467.88
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$22,549.38)
E	New Contract Amount (C + D)	\$18,918.50
F	Cumulative Change Order Amount (B + D)	(\$22,549.38)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-54.38%

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

PM _____
Prepared By _____ Phone Ext. 6911 Date Apr 23, 2026

Recommended for Approval _____ Phone Ext. 6910 Date 4/23/26

Reviewed by Procurement Officer _____ Date 4/29/2026

Completed by Buyer _____ Date _____