

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

JPS 3/3
FI+CB 3/10

Date: Feb 17, 2026

File ID #: 26-0775

Purchase Order #: 7528-1-SERV	Original Purchase Order Date:	Change Order #:	Department: Sheriff's Office
Vendor Name: Polaris Pharmacy Service		Vendor #: 13260	Dept. Contact: Colleen Zbilski
Action Requested and Reason for Change Order Request: Increase contract total for pharmaceutical services for the inmates in the jail by \$48,226.00 to pay final invoice . New contract total of \$728,670.38.			

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		\$680,444.38
B	Net \$ Change for Previous Change Order		
C	Current Contract Amount (A + B)		\$680,444.38
D	Amount of this Change Order	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$48,226.00
E	New Contract Amount (C + D)		\$728,670.38
F	Cumulative Change Order Amount (B + D)		\$48,226.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		7.09%

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.

Pharmacy costs at the DuPage County Jail have increased over the past several months due to a combination of external and operational factors. These include nationwide increases in medication pricing, and an increased acuity of the inmate population resulting in greater reliance on specialty and chronic-care medications. There are many high-cost medications, especially those for HIV treatment, and require brand name medications rather than generic alternatives. Additionally, expanded continuity-of-care efforts and adherence to evidence-based treatment guidelines have contributed to higher utilization of necessary prescription therapies especially as it relates to the Severely Mentally Ill. These factors collectively reflect broader trends in correctional and community healthcare and are not unique to DuPage County.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Bid 23-116-SHF

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

Increase contract total by \$48,226.00. New contract total \$728,670.38.

APPROVALS - Initials Only

CZ	2122	Feb 17, 2026	CZ	2122	Feb 17, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
		2/20/2026			
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	