



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Consent  
JPS 5/6  
CB 5/13

Date: Apr 23, 2025

<b>Purchase Order #:</b> 6455-0001-SERV	<b>Original Purchase Order Date:</b> May 30, 2023	<b>Change Order #:</b> 1	<b>Department:</b> Probation & Court Services
<b>Vendor Name:</b> Nestor A. Evaristo		<b>Vendor #:</b>	<b>Dept Contact:</b> Sharon Donald
<b>Background and/or Reason for Change Order Request:</b>	Decreasing & Closing expiring PO #6455-0001-SERV		
<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	\$37,500.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$37,500.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$13,500.00)
E	New contract amount (C + D)	\$24,000.00
F	Percent of current contract value this Change Order represents (D / C)	-36.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-36.00%

### DECISION MEMO NOT REQUIRED

- ☐ 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

### DECISION MEMO REQUIRED

- ☐ Increase (greater than 29 days) contract expiration from: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☐ Funding Source \_\_\_\_\_
- ☐ OTHER - explain below:

DHS	8411	Apr 23, 2025	SAD	8413	Apr 23, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date