



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

CONSENT

PW 1120

CB 1127

Date: Jan 5, 2026

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 7035SERV	Original Purchase Order Date:	Jun 1, 2024	Change Order #: 1	Department: Public Works
Vendor Name: Groot Inc.	Vendor #:	27954	Dept Contact: Drew Cormican	

Background and/or Reason for Change Order Request:	Decrease contract by \$59,726.21 and close contract.
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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		\$117,500.00
B	Net \$ change for previous Change Orders		
C	Current contract amount (A + B)		\$117,500.00
D	Amount of this Change Order	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$59,726.21)
E	New contract amount (C + D)		\$57,773.79
F	Percent of current contract value this Change Order represents (D / C)		-50.83%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		-50.83%

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 ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source _____
- OTHER - explain below:

Dse 1/5/26 mr 1/5/26
 Prepared By (Initials) Phone Ext Date Recommended for Approval (Initials) Phone Ext Date

REVIEWED BY (Initials Only)

SC 1/12/2026
 Buyer Date Procurement Officer Date

Chief Financial Officer _____ Chairman's Office _____
 (Decision Memos Over \$25,000) Date (Decision Memos Over \$25,000) Date