

CONSENT

PW 1120

OB 1127

Date: Jan 5, 2026

MinuteTraq (IQM2) ID #: N/A



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Purchase Order #:	6938SERVq	Original Purchase Order Date:	Apr 1, 2024	Change Order #:	4	Department:	Public Works
Vendor Name:	Sheffield Safety & Loss			Vendor #:	39176	Dept Contact:	Drew Cormican
Background and/or Reason for Change Order Request:	Decrease contract by \$32,357.50 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			\$100,000.00
B	Net \$ change for previous Change Orders			
C	Current contract amount (A + B)			\$100,000.00
D	Amount of this Change Order	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Decrease	(\$32,357.50)
E	New contract amount (C + D)			\$67,642.50
F	Percent of current contract value this Change Order represents (D / C)			-32.36%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)			-32.36%

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:

Prepared By (Initials)	Phone Ext	1/15/24	Recommended for Approval (Initials)	Phone Ext	1/15/26
REVIEWED BY (Initials Only)					
Buyer	Date		Procurement Officer	S 1/12/2026	
Chief Financial Officer (Decision Memos Over \$25,000)	Date		Chairman's Office (Decision Memos Over \$25,000)	Date	