

consent
PW 1/20
CB 1/27



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jan 5, 2026

MinuteTraq (IQM2) ID #: N/A

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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

Prepared By (Initials) <u>De</u>	Phone Ext	Date <u>1/5/24</u>	Recommended for Approval (Initials) <u>nr</u>	Phone Ext	Date <u>1/5/26</u>
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		