



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Consent  
PW 8/19  
CB 8/26

Date: Aug 6, 2025

MinuteTraq (IQM2) ID #: N/A

<b>Purchase Order #:</b> 5097SERV	<b>Original Purchase Order Date:</b> Feb 1, 2021	<b>Change Order #:</b> 5	<b>Department:</b> Public Works
<b>Vendor Name:</b> Home Depot USA		<b>Vendor #:</b> 11219	<b>Dept Contact:</b> Drew Cormican
<b>Background and/or Reason for Change Order Request:</b>	Decrease contract by (\$22,237.53) and close contract.		
<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	\$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	(\$22,237.53)
E	New contract amount (C + D)	\$77,762.47
F	Percent of current contract value this Change Order represents (D / C)	-22.24%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-22.24%
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

<b>DECISION MEMO REQUIRED</b>	
<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: _____	

<u>De</u> Prepared By (Initials)	_____ Phone Ext	<u>8/6/25</u> Date	<u>nc</u> Recommended for Approval (Initials)	_____ Phone Ext	<u>8/7/25</u> Date
<b>REVIEWED BY (Initials Only)</b>					
_____ Buyer	_____ Date	<u>[Signature]</u> Procurement Officer	<u>8/8/2025</u> Date		
_____ Chief Financial Officer (Decision Memos Over \$25,000)	_____ Date	_____ Chairman's Office (Decision Memos Over \$25,000)	_____ Date		