

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division  
Revised 10-01-2025

Consent  
PW 4/7  
CB 4/14  
Date: Mar 26, 2026  
File ID #: 26-1057

<b>Purchase Order #:</b> 5460-1-SERV	<b>Original Purchase Order Date:</b> 10/01/2021	<b>Change Order #:</b> 1	<b>Department:</b> DOT
<b>Vendor Name:</b> DOT - Com Ed		<b>Vendor #:</b> 10023	<b>Dept. Contact:</b> Patricia Miller
<b>Action Requested and Reason for Change Order Request:</b> Electric Utility Distribution Services as needed for DOT- expired 9/30/2025 Decrease remaining encumbrance 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	\$575,000.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$575,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$94,805.25)
E	New Contract Amount (C + D)	\$480,194.75
F	Cumulative Change Order Amount (B + D)	(\$94,805.25)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-16.49%

**DECISION MEMO NOT REQUIRED - Check Applicable Box(es)**

- Cancel Entire Order       Close Contract       Contract Extension (≤59 Days)       Update Budget Code
- Change Budget Code From: \_\_\_\_\_ to: \_\_\_\_\_
- Increase/Decrease Quantity From: \_\_\_\_\_ to: \_\_\_\_\_
- Price Shows: \_\_\_\_\_ should be: \_\_\_\_\_       Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract       Increase Encumbrance and Close Contract       Decrease Encumbrance       Increase Encumbrance

**DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below**

- Contract Extension Greater Than 59 Days From \_\_\_\_\_ to: \_\_\_\_\_       Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above)       Other - Explain In Summary Explanation Box Below

**Summary Explanation** - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

---

**Original Source Selection/Vetting Information** - Describe method used to select source; for instance, bid, RFP, sole source, etc.

---

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number

**APPROVALS - Initials Only**

PM 6911 Mar 26, 2026  
Prepared By \_\_\_\_\_ Phone Ext. \_\_\_\_\_ Date \_\_\_\_\_

SMT 1910 3/25/26  
Recommended for Approval \_\_\_\_\_ Phone Ext. \_\_\_\_\_ Date \_\_\_\_\_

[Signature] 3/26/2026  
Reviewed by Procurement Officer \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Completed by Buyer \_\_\_\_\_ Date \_\_\_\_\_