

Consent

**REQUEST FOR CHANGE ORDER FORM**

Procurement Services Division

Date: Jan 14, 2026

Revised 10-01-2025

File ID #:

<b>Purchase Order #:</b> 6687	<b>Original Purchase Order Date:</b> 10/29/2023	<b>Change Order #:</b> 1	<b>Department:</b> Community Services Weatherization
<b>Vendor Name:</b> Chicago United Industries, Ltd.		<b>Vendor #:</b> 32599	<b>Dept. Contact:</b> Gina Strafford-Ahmed
<b>Action Requested and Reason for Change</b> To close the contract as it expired on 10/28/2024 <b>Order Request:</b>			

**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	\$67,367.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$67,367.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$65,786.00)
E	New Contract Amount (C + D)	\$1,581.00
F	Cumulative Change Order Amount (B + D)	(\$65,786.00)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-97.65%

**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**

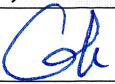
- ☐ Contract Extension Greater Than 59 Days From \_\_\_\_\_ to: \_\_\_\_\_ ☐ Cancel Contract
- ☐ Cumulative Increase Greater Than \$10,000 (Row 'F' Above) ☐ Other - Explain In Summary Explanation Box Below

**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**

RJ  
Prepared By  
6183  
Phone Ext.  
Jan 14, 2026  
Date

  
Recommended for Approval  
6182  
Phone Ext.  
2/3/26  
Date

  
Reviewed by Procurement Officer  
2-6-2026  
Date

Completed by Buyer  
Date