



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 6/6
OB 6/13

Date: May 8, 2023

MinuteTraq (IQM2) ID #: 23-1788

Purchase Order #: 5644-0001 SERV	Original Purchase Order Date: Dec 1, 2021	Change Order #: 2	Department: Facilities Management
Vendor Name: Helm Mechanical, Inc.		Vendor #: 39151	Dept Contact: Cathie Figlewski
Background and/or Reason for Change Order Request:	Change order request to extend the contract for the Jail B HVAC replacement project to December 31, 2023.		
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
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B)
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease
E	New contract amount (C + D)
F	Percent of current contract value this Change Order represents (D / C)
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)
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 checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Jun 23, 2023 to: Dec 31, 2023	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

CAF	5665	May 8, 2023	Signature on file	*68W	5/9/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	5/24/23	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		