

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division  
Revised 10-01-2025

Consent  
PW 5/19  
CB 5/26

Date: Apr 27, 2026

File ID #: 26-1347

<b>Purchase Order #:</b> 6826-0001 SERV	<b>Original Purchase Order Date:</b> Dec 12, 2023	<b>Change Order #:</b> 6	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Amber Mechanical Contractors		<b>Vendor #:</b> 12405	<b>Dept. Contact:</b> Cathie Figlewski
<b>Action Requested and Reason for Change Order Request:</b> Contract time extension to November 30, 2026. No change in contract amount.			

### 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	5,314,150,000
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	5,314,150,000
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New Contract Amount (C + D)	5,314,150,000
F	Cumulative Change Order Amount (B + D)	\$0.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

### 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 May 31, 2026 to Nov 30, 2026
- 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.

Approve contract extension to November 30, 2026 to complete current HVAC project at the JTK building due to delays in receiving the valves that are needed to complete the project.

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

Lowest responsible bid #23-125-FM.



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

- 1) Approve contract time extension to November 30, 2026.
- 2) Do not approve time extension. Not recommended because the HVAC replacement project at the JTK building is currently under construction and Amber Mechanical Contractors has substantially completed most of the project.

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

Time extension only. No change in contract total.

**APPROVALS - Initials Only**

cf	5665	Apr 27, 2026		5665	Apr 27, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
		4/29/2026			
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	