

Consent
PW 4/17
CB 4/14

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

Date: Mar 18, 2026

File ID #: 26-1033

Purchase Order #: 7197-1-SERV	Original Purchase Order Date: Sep 27, 2024	Change Order #: 3	Department: Facilities Management
Vendor Name: Air Filter Solutions LLC		Vendor #: 41943	Dept. Contact: Katie Boffa
Action Requested and Reason for Change Order Request: Decrease line 1 \$64.30, line 2 \$400.00, line 3 \$289.60, line 4 \$1,500.00, line 5 \$44,904.64, line 6 \$3,367.56, line 7 \$229.00, line 8 \$1,500.00 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	\$138,100.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$138,100.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$52,255.10)
E	New Contract Amount (C + D)	\$85,844.90
F	Cumulative Change Order Amount (B + D)	(\$52,255.10)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-37.84%

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

KB	5695	Mar 18, 2026	<u>CA</u>	5665	Mar 24, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u>8</u>		<u>3/30/2026</u>			
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	