

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

Consent

HS
CB

Date: Jan 6, 2026

File ID #: _____

Purchase Order #: 7427	Original Purchase Order Date: 10/22/2024	Change Order #: 1	Department: Community Services
Vendor Name: My Green House HVAC, LLC		Vendor #: 45320	Dept. Contact: David Stuckey
Action Requested and Reason for Change To close the contract as it expired on 6/30/2025			
Order Request:			

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		\$230,909.42
B	Net \$ Change for Previous Change Order		
C	Current Contract Amount (A + B)		\$230,909.42
D	Amount of this Change Order	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$181,085.49)
E	New Contract Amount (C + D)		\$49,823.93
F	Cumulative Change Order Amount (B + D)		(\$181,085.49)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		-78.42%

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 6, 2026 Date _____


Recommended for Approval _____
 Phone Ext. _____
2/8/20 Date _____


Reviewed by Procurement Officer _____
2/11/2026 Date _____

Completed by Buyer _____
Date _____