

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Consent
HS 2/3
CB 2/10
File ID #:

Date: Jan 26, 2026

Purchase Order #: 6792	Original Purchase Order Date: Oct 30, 2023	Change Order #: 7	Department: CS
Vendor Name: Healthy Air Heating & Air Inc		Vendor #: 14166	Dept. Contact: Gina Strafford-Ahmed
Action Requested and Reason for Change Order Request: Decrease PO by (\$24,037.59) to \$639,881.41. Close PO Expired on 11/30/2024.			

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	\$663,919.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$663,919.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$24,037.59)
E	New Contract Amount (C + D)	\$639,881.41
F	Cumulative Change Order Amount (B + D)	(\$24,037.59)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-3.62%

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

Signature on File

SR	6166	Jan 26, 2026			
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
				6464 1/26/24	1/24/24
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	
	1/27/2026				