

Consent

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: Jan 14, 2026

File ID #:

Purchase Order #: 7346	Original Purchase Order Date: 10/29/2024	Change Order #: 2	Department: Community Services Weatherization
Vendor Name: Chicago United Industries, Ltd		Vendor #: 32599	Dept. Contact: Gina Strafford-Ahmed
Action Requested and Reason for Change Order Request: To close the contract as it expired on 6/30/2025			

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		\$67,367.00
B	Net \$ Change for Previous Change Order		
C	Current Contract Amount (A + B)		\$67,367.00
D	Amount of this Change Order	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$64,488.00)
E	New Contract Amount (C + D)		\$2,879.00
F	Cumulative Change Order Amount (B + D)		(\$64,488.00)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		-95.73%

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 14, 2026
Date

Ch
Recommended for Approval
6182
Phone Ext.
2/3/26
Date

8
Reviewed by Procurement Officer
2/6/2026
Date

Completed by Buyer
Date