

HS 9/12
FI+CB 9/19



Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Date: Aug 13, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 7431	Original Purchase Order Date: Oct 22, 2024	Change Order #: 10	Department: Community Services
Vendor Name: Healthy Air Heating & Air Inc		Vendor #: 14166	Dept Contact: Gina Strafford-Ahmed
Background and/or Reason for Change Order Request:	To increase the contract amount by \$40,000 as more than anticipated work orders were issued to the contractor Increase the following lines: Line 1 - increase by \$7,000.00 Line 2 - increase by \$15,000.00 Line 3 - increase by \$13,000.00 Line 4 - increase by \$5,000.00		

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	\$866,434.00
B	Net \$ change for previous Change Orders	\$50,000.00
C	Current contract amount (A + B)	\$916,434.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$40,000.00
E	New contract amount (C + D)	\$956,434.00
F	Percent of current contract value this Change Order represents (D / C)	4.36%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	10.39%

DECISION MEMO NOT REQUIRED

- ☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only
☐ Change budget code from: _____ to: _____
☐ Increase/Decrease quantity from: _____ to: _____
☐ Price shows: _____ should be: _____
☐ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

DECISION MEMO REQUIRED

- ☐ Increase (greater than 29 days) contract expiration from: _____ to: _____
☒ Increase \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
☐ OTHER - explain below:

DK	6164	Aug 13, 2025		6182	8/13/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		