

consent  
HS 8/5  
CB 8/12



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 11, 2025

MinuteTraq (IQM2) ID #: 25-1722

<b>Purchase Order #:</b> 7470	<b>Original Purchase Order Date:</b> Oct 22, 2024	<b>Change Order #:</b> 2	<b>Department:</b> Community Services
<b>Vendor Name:</b> My Green House HVAC		<b>Vendor #:</b> 45320	<b>Dept Contact:</b> Gina Strafford-Ahmed
<b>Background and/or Reason for Change Order Request:</b>	Extension of PO from 06/30/2025 to 11/30/2025 as the Wex DOE grant 22-403028 was extended to 09/30/2025.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- ☒ (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	\$816,434.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$816,434.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$816,434.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

### 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: Jun 30, 2025 to: Nov 30, 2025  
☐ Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☐ Funding Source \_\_\_\_\_  
☐ OTHER - explain below:

DK	6164	Jul 11, 2025	GSA	6444	Jul 11, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date