

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

consent
PW 8/18
CB 8/25

Date: Jul 30, 2026

File ID #: 26-2106

Purchase Order #: 6637-0001 SERV	Original Purchase Order Date: Sep 12, 2023	Change Order #: 5	Department: Facilities Management
Vendor Name: Commercial Mechanical, Inc.		Vendor #: 13285	Dept. Contact: Cathie Figlewski
Action Requested and Reason for Change Order Request: Second Amendment to Contract 6637-0001 SERV issued to Commercial Mechanical, Inc., to replace existing convector (radiative heaters) in the North building resident shower, bath, & laundry rooms, replace existing VAV controls, and replace existing corridor linear diffuser controls at the Care Center, for Facilities Management, for a change order to extend the contract to November 30, 2026, no change in contract amount.			

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	\$407,100.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$407,100.00
D	Amount of this Change Order ☐ Increase ☐ Decrease	\$0.00
E	New Contract Amount (C + D)	\$407,100.00
F	Cumulative Change Order Amount (B + D)	\$0.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

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 Aug 31, 2026 to Nov 30, 2026 ☐ 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.

The Care Center is currently undergoing renovations in the North building and is scheduled to be complete late fall of 2026. This project is being complete as each floor is undergoing the renovations and therefore this contract needs to be extended so that the project can be complete in full.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Per lowest responsible bid #22-141-FM.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

- 1) Extend contract 6637-0001 SERV with Commercial Mechanical, Inc. so the project can be complete in full.
- 2) If the project is not extended, Commercial Mechanical, Inc. will not have sufficient time to complete the project.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

No fiscal impact, as we are only extending the contract.

APPROVALS - Initials Only

cf	5665	Jul 23, 2026		5665	Jul 30, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
					
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	