

HS 4/21
FI+CB 4/28

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

Date: Mar 30, 2026

File ID #: _____

Purchase Order #: 7792	Original Purchase Order Date: 07-01-25	Change Order #: 6	Department: Community Services
Vendor Name: My Green House HVAC, LLC		Vendor #: 45320	Dept. Contact: Gina Strafford-Ahmed
Action Requested and Reason for Change Order Request: To increase the PO amount as more single family house jobs will be assigned to the contractor. Increase the following lines: Line 2 - increase by \$46,882.00 Line 3 - increase by \$20,476.00 Line 5 - increase by \$29,082.00 Line 9 - increase by \$4,766.00			

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		\$135,000.00
B	Net \$ Change for Previous Change Order		\$180,000.00
C	Current Contract Amount (A + B)		\$315,000.00
D	Amount of this Change Order	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$101,206.00
E	New Contract Amount (C + D)		\$416,206.00
F	Cumulative Change Order Amount (B + D)		\$281,206.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		208.30%

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.
 Increase due to multi-family project will not need all the funding originally set aside. The Department must reallocate funding to single family homes to meet grant requirements.


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

Bid # 24-099-WEX

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.
 1. Increase PO by \$281,000 so contractor can serve an additional 5-10 single family homes with Weatherization funding to make homes more energy efficient.
 2. Do not increase the PO and 5-10 households will not receive energy efficiency measures on their homes and the County will not be able to meet our grant deliverables.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number
 Grant funded 5000-1430

APPROVALS - Initials Only

DK	6164	Mar 30, 2026	GSA	6444	Mar 30, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
					
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	
	4/10/2026				