

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

Consent
HS 7/7
CB 7/14

Date: Jun 17, 2026

File ID #: _____

Purchase Order #: 7792	Original Purchase Order Date: 07-01-25	Change Order #: 9	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: Extend the PO expiration date to 11/30/2026 as the Wex DOE grant 25-401028 is extended to 09/30/2026.			

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	\$281,206.00
C	Current Contract Amount (A + B)	\$416,206.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
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 6/30/2026 to: 11/30/2026 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.

Federal Grant extended 90 days.

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. Extend PO to allow grant to be spent out and meet grant deliverables.
2. Do not extend PO and grant will not meet Federal guidelines nor deliverables.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number
5000-1430; no change to contract amount.

APPROVALS - Initials Only

DK	6164	Jun 17, 2026	GSA	6444	Jun 17, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
		6/18/2026			
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	