

PW 8/19  
FI + CB 8/26



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 26, 2025

MinuteTraq (IQM2) ID #: 25-1883

<b>Purchase Order #:</b> 7800-0001 SERV	<b>Original Purchase Order Date:</b> Jun 24, 2025	<b>Change Order #:</b> 1	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Huen Electric, Inc.		<b>Vendor #:</b> 26397	<b>Dept Contact:</b> Tim Harbaugh
<b>Background and/or Reason for Change Order Request:</b>	Amendment to County Contract #7800-0001 SERV issued to Huen Electric, Inc., for Phase II installation of solar panels on the roof of the JTK Administrative Building, for Facilities Management, to add additional scope of work to include new solar panels on the JTK Auditorium roof, extend the contract expiration to November 30, 2026 and increase funding in the amount of \$224,183, taking the original contract amount from \$574,833, and resulting in a final County cost of \$799,016, an increase of 39%. Partial EECBG funded.  Increase line 2 \$224,183.00.		
<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	\$574,833.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$574,833.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$224,183.00
E	New contract amount (C + D)	\$799,016.00
F	Percent of current contract value this Change Order represents (D / C)	39.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	39.00%
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	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Jun 23, 2026 to: Nov 30, 2026	
<input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source 6000-1220-54010	
<input type="checkbox"/> OTHER - explain below:	

caf	5665	Aug 5, 2025	Signature on File	5665	Aug 5, 2025
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		Date	Chairman's Office		Date
(Decision Memos Over \$25,000)			(Decision Memos Over \$25,000)		