

HS 4/21
F1+OB 4/28

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Date: Mar 30, 2026

Revised 10-01-2025

File ID #: _____

Purchase Order #: 7790	Original Purchase Order Date: Jul 1, 2025	Change Order #: 2	Department: Community Services
Vendor Name: Arcos Environmental Services		Vendor #: 12953	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 \$20,47600 Line 5 - increase by \$29,082.00 Add a new line: Desc1: ARCH&MECH; Desc2: RETROFITS26; Co: 5000; AU: 1555; Acct Cd: 53090; Activity Cd: RETROFITS26; Budget Amt: \$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	\$0.00
C	Current Contract Amount (A + B)	\$135,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$101,206.00
E	New Contract Amount (C + D)	\$236,206.00
F	Cumulative Change Order Amount (B + D)	\$101,206.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	74.97%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- Cancel Entire Order
- Close Contract
- Contract Extension (≤59 Days)
- Update Budget Code
- Change Budget Code From: see change noted above 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 for it. 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 \$101,206 so contractor can serve an additional 5 single family homes with Weatherization funding to make homes more energy efficient.
2. Do not increase the PO and 5 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
		4/10/2026			
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	