



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

CONSENT
HS 2/4
CB 2/11

Date: Jan 22, 2025

MinuteTraq (IQM2) ID #: 25-0385

Purchase Order #: 6033	Original Purchase Order Date: Oct 1, 2022	Change Order #: 9	Department: Community Services
Vendor Name: Healthy Air Heating & Air Inc (Architectural)	Vendor #: 14166	Dept Contact: Gina Strafford-Ahmed	
Background and/or Reason for Change Order Request:	To close the contract as it expired on 10/29/2023.		
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	\$485,534.70
B	Net \$ change for previous Change Orders	\$192,000.00
C	Current contract amount (A + B)	\$677,534.70
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$107,472.60)
E	New contract amount (C + D)	\$570,062.10
F	Percent of current contract value this Change Order represents (D / C)	-15.86%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	17.41%
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 type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

DK	6164	Jan 22, 2025		6182	1/22/25
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 (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		