



Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Date: May 9, 2025

MinuteTraq (IQM2) ID #:

Consent
HS 5/20
CB 5/27

Purchase Order #: 7470	Original Purchase Order Date: Oct 22, 2024	Change Order #: 2	Department: WEX
Vendor Name: MY GREEN HOUSE HVAC, LLC.		Vendor #: 45320	Dept Contact: GINA STRAFFORD
Background and/or Reason for Change Order Request:	Decrease purchase order by \$50,000.00. Decrease line 4 by \$50,000.00 from \$104,494.00 to \$54,494.00 New contract total \$816,434.00		
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	\$866,434.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$866,434.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$50,000.00)
E	New contract amount (C + D)	\$816,434.00
F	Percent of current contract value this Change Order represents (D / C)	-5.77%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-5.77%
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: _____	

VC	6184	May 9, 2025	X	1444	5/9/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	5-125-2025	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		