



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

HS 712
FI + CB 719

Date: Jun 25, 2024

MinuteTraq (IQM2) ID #:

Purchase Order #: 6791	Original Purchase Order Date: 10/24/2023	Change Order #: 4	Department: Community Services
Vendor Name: HEALTHY AIR HEATING & AIR INC		Vendor #: 14166	Dept Contact: Gina Strafford
Background and/or Reason for Change Order Request:	Increase lifetime maximum of contract by \$40,000.00, new lifetime maximum \$305,567.00. Increase due to vendor availability to perform more weatherization work as needed. Increase line 2 by \$40,000.00.		
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	\$265,567.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$265,567.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$40,000.00
E	New contract amount (C + D)	\$305,567.00
F	Percent of current contract value this Change Order represents (D / C)	15.06%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	15.06%
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 checked="" 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:	

NE	6166	Jun 25, 2024	X	Signature on File	6444	6/25/24
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	