



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
HS 8/5
CB 8/12

Date: Jul 11, 2025

MinuteTraq (IQM2) ID #: 25-1720

Purchase Order #: 7431	Original Purchase Order Date: Oct 22, 2024	Change Order #: 6	Department: Community Services
Vendor Name: Healthy Air Heating & Air Inc		Vendor #: 14166	Dept Contact: Gina Strafford-Ahmed
Background and/or Reason for Change Order Request:	Extension of PO from 06/30/2025 to 11/30/2025 as the Wex DOE grant 22-403028 was extended to 09/30/2025.		
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	\$50,000.00
C	Current contract amount (A + B)	\$916,434.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$916,434.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
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 checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Jun 30, 2025 to: Nov 30, 2025	
<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:	
Extend contract more than 30 days	

DK	6164	Jul 11, 2025	GSA	6444	Jul 11, 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 (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		