



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 25, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6033	Original Purchase Order Date: Oct 1, 2022	Change Order #:	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:

The Weatherization program added an additional funding source in County Fiscal-Year 2023, after the original PO was issued. Approximately \$62,000 of the bi-partisan infrastructure funding is anticipated to be spent prior to the issuance of a new PO. In addition, due to timing, the current PO has been extended from a 9/30/2023 expiration to a 10/29/2023 expiration date. This resulted in the traditional grants being funded for a longer duration, from the existing PO, necessitating the PO contract value to be increased to accommodate this work.

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	
C	Current contract amount (A + B)	\$485,534.70
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$192,000.00
E	New contract amount (C + D)	\$677,534.70
F	Percent of current contract value this Change Order represents (D / C)	39.54%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	39.54%

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

- Increase (greater than 29 days) contract expiration from: _____ to: _____
- Increase \geq \$2,500.00, or \geq 10%, of current contract amount Funding Source PY24 Weatherization Gr.
- OTHER - explain below:

GK	6182	Sep 25, 2023	<i>MAX</i>	6457	9/27/23
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

Accounting Unit	Activity Code	Line	Additional Amount	New/Existing
1400	22-402028	DOE-PY24 - LINE 9	17,000	New Line
1400	23-461028	DOE-BIL-PY23 - LINE 10	62,000	New Line
1430	22-21028	HHS-PY23 - LINE 6	34,000	Existing Line
1430	23-221028	HHS-PY24 - LINE 11	55,000	New Line
1490	24-251028	STATE-PY24 - LINE 12	24,000	New Line
			192,000	