



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

consent
PW 9/2
CB 9/9

Date: Aug 11, 2025
MinuteTraq (IQM2) ID #: 25-1932

Purchase Order #: 6637-0001 SERV	Original Purchase Order Date: Sep 12, 2023	Change Order #: 3	Department: Facilities Management
Vendor Name: Commercial Mechanical, Inc.		Vendor #: 13285	Dept Contact: Nick Jensen
Background and/or Reason for Change Order Request:	Amendment to Contract 6637-0001 SERV issued to Commercial Mechanical, Inc., to replace existing convector (radiative heaters) in the North building resident shower, bath, & laundry rooms, replace existing VAV controls, and replace existing corridor linear diffuser controls at the Care Center, for Facilities Management, for a change order to extend the contract to August 31, 2026. ARPA ITEM		
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	\$407,100.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$407,100.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$407,100.00
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)	0.00%

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: Nov 30, 2025 to: Aug 31, 2026
- ☐ Increase \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below:

caf	Aug 4, 2025	5665	Aug 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