



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

Consent  
 HS-discharge  
 CB 4123

Date: Apr 17, 2024  
 MinuteTraq (IQM2) ID #: 24-1318

<b>Purchase Order #:</b> 7021-0001 SERV	<b>Original Purchase Order Date:</b> Sep 22, 2022	<b>Change Order #:</b> 1	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> Simple Laboratories, LLC		<b>Vendor #:</b> 43778	<b>Dept Contact:</b> Nursing Department
<b>Background and/or Reason for Change Order Request:</b>	Patient Laboratory Services for the period 09/22/22 through 04/17/24, for the DuPage Care Center. #1 Extend Contract through 05/17/24, to allow a longer transition time for new company, Health Lab to start at the DuPage Care Center, to ensure all procedures are in place. NO CHANGE IN CONTRACT AMOUNT		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (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	\$11,811.61
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$11,811.61
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New contract amount (C + D)	\$11,811.61
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%
<b>DECISION MEMO NOT REQUIRED</b>		

- 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

<b>DECISION MEMO REQUIRED</b>	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: <u>Apr 17, 2024</u> to: <u>May 17, 2024</u>	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

cdk	4208	Apr 17, 2024	JC	Apr 17, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
<b>REVIEWED BY (Initials Only)</b>				
Buyer	Date	Procurement Officer	Date	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	