

FI only 3/28



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

Date: Mar 20, 2023  
 MinuteTraq (IQM2) ID #: 23-1253

|   |  |   |                                    |
|---|--|---|------------------------------------|
| <b>Purchase Order #:</b> 5501-0001-SERV                   | <b>Original Purchase Order Date:</b> Jan 1, 2022   | <b>Change Order #:</b> 1                  | <b>Department:</b> Human Resources |
| <b>Vendor Name:</b> Wex Health, Inc                       | <b>Vendor #:</b> 37319   | <b>Dept Contact:</b> MarGaret Mason-Ewing |                                    |
| <b>Background and/or Reason for Change Order Request:</b> | Decrease and close contract. All invoices have been paid, contract expired Dec 31, 2022. |   |                                    |
| <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 <span style="float:right">\$20,000.00</span>  |
| B                 | Net \$ change for previous Change Orders  |
| C                 | Current contract amount (A + B) <span style="float:right">\$20,000.00</span>  |
| D                 | Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease <span style="float:right">(\$10,221.50)</span> |
| E                 | New contract amount (C + D) <span style="float:right">\$9,778.50</span>   |
| F                 | Percent of current contract value this Change Order represents (D / C) <span style="float:right">-51.11%</span>   |
| G                 | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) <span style="float:right">-51.11%</span>                         |

**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 ≥ \$2,500.00, or ≥ 10%, of current contract amount     
  Funding Source \_\_\_\_\_  
 OTHER - explain below:  
 \_\_\_\_\_

|   |           |   |                                     |                |              |
|---|-----------|---|-------------------------------------|----------------|--------------|
| <u>JS</u>   | 6251      | Mar 20, 2023  | <u>none</u>                         | 6300           | Mar 20, 2023 |
| Prepared By (Initials)                                    | Phone Ext | Date  | Recommended for Approval (Initials) | Phone Ext      | Date         |
| <b>REVIEWED BY (Initials Only)</b>                        |           |   |                                     |                |              |
| Buyer   | Date      | <u>LCM</u>  | Procurement Officer                 | <u>3/21/23</u> | Date         |
| Chief Financial Officer<br>(Decision Memos Over \$25,000) | Date      | Chairman's Office<br>(Decision Memos Over \$25,000) | Date                                |                |              |