

HS 10/3
FI + CB 10/10



Request for Change Order
Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 8, 2023

MinuteTraq (IQM2) ID #: 23-3096

Purchase Order #: 6182-0001 SERV	Original Purchase Order Date: Dec 1, 2022	Change Order #: 2	Department: DuPage Care Center
Vendor Name: AirGas USA, LLC	Vendor #: 10674	Dept Contact: Vinit Patel	
Background and/or Reason for Change Order Request:	To furnish and deliver liquid portable oxygen for the residents at the DuPage Care Center, for the period 12/01/22 through 11/30/23. #1 Increase line 1, 1200-2075-52320 in the amount of \$6,000.00 #2 Increase line 2, 1200-2075-53370 in the amount of \$1,500.00		
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 \$35,000.00
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B) \$35,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease \$7,500.00
E	New contract amount (C + D) \$42,500.00
F	Percent of current contract value this Change Order represents (D / C) 21.43%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) 21.43%

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 1200-2075-52320/53370

OTHER - explain below: _____

cdk	4208	Sep 8, 2023	JC	Sep 8, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date			<u>9/20/23</u> Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date