

HS 517  
F1 + CB 5/14



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 29, 2024

MinuteTraq (IQM2) ID #: 24-1377

<b>Purchase Order #:</b> 6005-0001 SERV	<b>Original Purchase Order Date:</b> Sep 20, 2022	<b>Change Order #:</b> 13	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> Lifescan Laboratories of Illinois	<b>Vendor #:</b> 38420		<b>Dept Contact:</b> DPCC
<b>Background and/or Reason for Change Order Request:</b>	This contract is for patient phlebotomy and lab services for the period September 20, 2022 through April 17, 2024. Lifescan Laboratories of IL has changed their name to Simple Laboratories, vendor # 43778 #1 - increase line 8, 1200-2050-53070 in the amount of \$5,600.00 to pay for final invoice for Lifescan Laboratories.		
<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	\$20,000.00
B	Net \$ change for previous Change Orders	\$37,238.39
C	Current contract amount (A + B)	\$57,238.39
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$5,600.00
E	New contract amount (C + D)	\$62,838.39
F	Percent of current contract value this Change Order represents (D / C)	9.78%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	214.19%
<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 type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount	<input checked="" type="checkbox"/> Funding Source <u>1200-2050-53070</u>
<input type="checkbox"/> OTHER - explain below: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

cdk	4208	Apr 29, 2024	JC
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)
			Phone Ext
			Date
<b>REVIEWED BY (Initials Only)</b>			
			<u>5-1-2024</u>
Buyer	Date	Procurement Officer	Date
Chief Financial Officer	Date	Chairman's Office	Date
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)	