

Consent
HS 4/4
CB 4/11



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 15, 2023

MinuteTraq (IQM2) ID #: 23-1266

Purchase Order #: 5436-0001 SERV	Original Purchase Order Date: Sep 20, 2021	Change Order #: 3	Department: DuPage Care Center
Vendor Name: Lifescan Labs		Vendor #: 38420	Dept Contact: Nursing
Background and/or Reason for Change Order Request:	Contract for patient phlebotomy and laboratory services, for the DuPage Care Center, for the period 09/20/21 through 09/19/22, per RFP#21-049-CARE. Decrease line 1 in the amount of \$12,330.68 Decrease line 2 in the amount of \$3,159.16 CONTRACT HAS EXPIRED		
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	\$40,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$40,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$15,489.84)
E	New contract amount (C + D)	\$24,510.16
F	Percent of current contract value this Change Order represents (D / C)	-38.72%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-38.72%
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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<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	Mar 15, 2023		Mar 15, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	3/22/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	