



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 18, 2023

MinuteTraq (IQM2) ID #: 23-3479

Purchase Order #: 5924-0001 SERV	Original Purchase Order Date: Jul 30, 2022	Change Order #: 4	Department: DuPage Care Center
Vendor Name: Professional Medical & Surgical Supply		Vendor #: 11409	Dept Contact:
Background and/or Reason for Change Order Request:	Decrease and close line 3, 1200-2050-52320 in the amount of \$17,186.42 Decrease and close line 4, 1200-2025-52210 in the amount of \$4,366.51 - Contract 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	\$85,000.00
B	Net \$ change for previous Change Orders	(\$5,000.00)
C	Current contract amount (A + B)	\$80,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$21,552.93)
E	New contract amount (C + D)	\$58,447.07
F	Percent of current contract value this Change Order represents (D / C)	-26.94%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-31.24%

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:

cdk	4208	Oct 18, 2023	JC		Oct 18, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date