

HHS 5/16
CB 5/23



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 27, 2023

MinuteTraQ (IQM2) ID #: 23-1750

| | | | |
|---|---|--------------------------|---------------------------------------|
| Purchase Order #: 6005-0001 SERV | Original Purchase Order Date: Sep 20, 2022 | Change Order #: 3 | Department: DuPage Care Center |
| Vendor Name: Lifescan Laboratories of Illinois | | Vendor #: 38420 | Dept Contact: DPCC |
| Background and/or Reason for Change Order Request: | Increase line 7, 1100-1215-53070-covid-19-DCC, in the amount of \$15,000.00 (ARPA eligible) | | |
| 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 \$20,000.00 |
| B | Net \$ change for previous Change Orders |
| C | Current contract amount (A + B) \$20,000.00 |
| D | Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease \$15,000.00 |
| E | New contract amount (C + D) \$35,000.00 |
| F | Percent of current contract value this Change Order represents (D / C) 75.00% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) 75.00% |
| 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 1100-1215-53070-covid

OTHER - explain below: _____

| | | | |
|---|-----------|---|--|
| cdk | 4208 | Apr 27, 2023 | Apr 27, 2023 |
| Prepared By (Initials) | Phone Ext | Date | Recommended for Approval (Initials) Phone Ext Date |
| REVIEWED BY (Initials Only) | | | |
| Buyer | Date | <i>ACW</i> Procurement Officer | <u>5/4/23</u> Date |
| Chief Financial Officer (Decision Memos Over \$25,000) | Date | Chairman's Office (Decision Memos Over \$25,000) | Date |