



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 15, 2023

MinuteTraq (IQM2) ID #: 23-1262

Consent  
HS 4/4  
OB 4/11

<b>Purchase Order #:</b> 5569-0001 SERV	<b>Original Purchase Order Date:</b> Dec 8, 2021	<b>Change Order #:</b> 1	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> AirGas USA	<b>Vendor #:</b> 10674		<b>Dept Contact:</b> Vinit Patel
<b>Background and/or Reason for Change Order Request:</b>	Contract Purchase Order for Liquid Portable Oxygen, for the period of 12/08/21 through 11/30/22 Decrease and close contract line 1 in the amount of \$11,606.94 - CONTRACT HAS EXPIRED.		
<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	\$29,900.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$29,900.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$11,606.94)
E	New contract amount (C + D)	\$18,293.06
F	Percent of current contract value this Change Order represents (D / C)	-38.82%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-38.82%

### 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  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☐ Funding Source \_\_\_\_\_
- ☐ OTHER - explain below:

cdk	4208	Mar 15, 2023		Mar 15, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
<b>REVIEWED BY (Initials Only)</b>				
Buyer	Date	<i>Med</i> Procurement Officer	<u>3/21/23</u> Date	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	