Consent
HS 11/4
CB 11/12

Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 10, 2025

MinuteTraq (IQM2) ID #: 25-2606

Purchase Order #: 4593-0001 SERV	**Original Purchase Order Date:** Jun 1, 2020	**Change Order #:** 2	**Department:** DuPage Care Center	
Vendor Name: AirGas USA		**Vendor #:** 10674	**Dept Contact:** Vinit Patel	

Background and/or Reason for Change Order Request:

This Contract PO is for Liquid Medical Oxygen Central Exterior Supply rental for the period 06/01/20 through 05/31/25.
#1 Decrease and close line 1, 1200-2075-53410 in the amount of $2,004.44
#2 Decrease and close line 2, 1200-2075-52320 in the amount of $29,195.65
#3 Decrease and close line 3, 1200-2075-53410 in the amount of $92.00 - 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	$173,942.00
B	Net $ change for previous Change Orders	
C	Current contract amount (A + B)	$173,942.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	($31,292.09)
E	New contract amount (C + D)	$142,649.91
F	Percent of current contract value this Change Order represents (D / C)	-17.99%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-17.99%

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 10, 2025	CDK	4208	Oct 10, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date: 10/23/2025
Chief Financial Officer (Decision Memos Over $25,000)	Date	Chairman's Office (Decision Memos Over $25,000)	Date