

Consent  
HS 8/15  
OB 8/22



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 27, 2023

MinuteTraq (IQM2) ID #: 23-2574

<b>Purchase Order #:</b> 5639-0001 SERV	<b>Original Purchase Order Date:</b> Mar 1, 2022	<b>Change Order #:</b> 5	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> Advacare Systems	<b>Vendor #:</b> 11694		<b>Dept Contact:</b> Nursing

<b>Background and/or Reason for Change Order Request:</b>	This contract is for rental of medical equipment (beds) for the DuPage Care Center for the period March 1, 2022 through February 28, 2023. Decrease line 1, 1200-2050-53410, in the amount of \$16,396.26 Decrease line 3, 1200-2050-53410, in the amount of \$1,846.51 - contract expired
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**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	\$175,000.00
B	Net \$ change for previous Change Orders	(\$79,000.00)
C	Current contract amount (A + B)	\$96,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$18,242.77)
E	New contract amount (C + D)	\$77,757.23
F	Percent of current contract value this Change Order represents (D / C)	-19.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-55.57%

**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	Jul 27, 2023	4208	Jul 27, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Date

**REVIEWED BY (Initials Only)**

		<i>MC</i>	8/2/23
Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date