

HS Only 8/15



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 26, 2023

MinuteTraq (IQM2) ID #: 23-2576

Purchase Order #: 5518-0001 SERV	Original Purchase Order Date: Jan 7, 2022	Change Order #: 1	Department: DuPage Care Center
Vendor Name: Professional Medical & Surgical Supply, Inc.		Vendor #: 11409	Dept Contact: Dining Services
Background and/or Reason for Change Order Request:	Liquid Protein Supplement for the DPCC, for the period 01/07/22 - 01/06/23 Decrease and close line 1, 1200-2025-52210, in the amount of \$15,750.00 - 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	\$15,750.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$15,750.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$15,750.00)
E	New contract amount (C + D)	\$0.00
F	Percent of current contract value this Change Order represents (D / C)	-100.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-100.00%

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 _____

OTHER - explain below: _____

cdk	4208	Jul 27, 2023		Jul 27, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext Date
REVIEWED BY (Initials Only)				
Buyer	Date	<i>MCA</i>	Procurement Officer	Date <u>8/2/23</u>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	