

Consent
 HS 2/17
 CB 2/24



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jan 8, 2026

MinuteTraq (IQM2) ID #: 26-0344

Purchase Order #: 7352-0001 SERV	Original Purchase Order Date: Jan 1, 2025	Change Order #: 3	Department: DuPage Care Center
Vendor Name: Professional Medical & Supply		Vendor #: 11409	Dept Contact: Clinical Support
Background and/or Reason for Change Order Request:	to provide examination gloves, to the DuPage Care Center, for the period 01/01/25 through 12/31/25		
	#1 Decrease and close line #1, 1200-2075-52320 in the amount of \$39,763.15		
	#2 Decrease and close line #2, 1200-2075-52320 in the amount of \$8,000.00 - 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 \$95,000.00
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B) \$95,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease (\$47,763.15)
E	New contract amount (C + D) \$47,236.85
F	Percent of current contract value this Change Order represents (D / C) -50.28%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) -50.28%

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	Jan 8, 2026	CDK _____	4208	Jan 8, 2026
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer _____	Date _____	Procurement Officer _____	Date _____		
Chief Financial Officer _____ (Decision Memos Over \$25,000)	Date _____	Chairman's Office _____ (Decision Memos Over \$25,000)	Date _____		