

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division  
Revised 10-01-2025

HS Only  
4/21

Date: Mar 30, 2026

File ID #: 26-1094

<b>Purchase Order #:</b> 8275-0001 SERV	<b>Original Purchase Order Date:</b> June 1, 2026	<b>Change Order #:</b> 1	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> EZ Way, Inc.		<b>Vendor #:</b> 11607	<b>Dept. Contact:</b> Annabel Leonida
<b>Action Requested and Reason for Change Order Request:</b> repair & maintenance of the EZ Way patient lifters for the period June 1, 2026 through May 31, 2027. #1 Increase line 1, 1200-2050-52250 (FY26) in the amount of \$4,000.00 #2 Increase line 3, 1200-2050-52250 (FY27) in the amount of \$4,000.00 NOTE: This increase is to add additional equipment parts (harnesses with leg straps) for the residents that have a higher risk of falling.			

**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		\$14,998.00
B	Net \$ Change for Previous Change Order		
C	Current Contract Amount (A + B)		\$14,998.00
D	Amount of this Change Order	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$8,000.00
E	New Contract Amount (C + D)		\$22,998.00
F	Cumulative Change Order Amount (B + D)		\$8,000.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		53.34%

**DECISION MEMO NOT REQUIRED - Check Applicable Box(es)**

- Cancel Entire Order
- Close Contract
- Contract Extension (≤59 Days)
- Update Budget Code
- Change Budget Code From: \_\_\_\_\_ to: \_\_\_\_\_
- Increase/Decrease Quantity From: \_\_\_\_\_ to: \_\_\_\_\_
- Price Shows: \_\_\_\_\_ should be: \_\_\_\_\_
- Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract
- Increase Encumbrance and Close Contract
- Decrease Encumbrance
- Increase Encumbrance

**DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below**

- Contract Extension Greater Than 59 Days From \_\_\_\_\_ to: \_\_\_\_\_
- Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above)
- Other - Explain In Summary Explanation Box Below

**Summary Explanation** - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.  
 After a risk assessment of residents from the DPCC Falls Team, it was determined that there were several residents that could become a higher risk of falling and resulted in DPCC moving forward to increase Contract in the amount of \$8,000.00 for the purchase of harnesses with leg straps. These harnesses with leg straps are used on our EZ Way lift stands to assist the resident with safe transfers.

**Original Source Selection/Vetting Information** - Describe method used to select source; for instance, bid, RFP, sole source, etc.  
 sole source

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

1) Recommendation for the approval of a change order increase to Contract 8275-0001 SERV, in the amount of \$8,000.00 to purchase harnesses with leg straps to assist residents.


2) Do not approve this change order increase to Contract 8275-0001 SERV, in the amount of \$8,000.00 to purchase harnesses with leg straps to assist residents, however, these harnesses with leg straps are essential for residents safety and reducing severe injury risk.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number

FY26 1200-2050-52250 \$4,000.00

FY27 1200-2050-52250 \$4,000.00

**APPROVALS - Initials Only**

CDK	4208	Mar 30, 2026	CDK	4208	Mar 30, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
					
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	
	4/1/2026				