



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 1/20
CB 1/27

Date: Jan 5, 2026

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 6030SERV	Original Purchase Order Date: Sep 27, 2022	Change Order #: 5	Department: Public Works
Vendor Name: Ciorba Group		Vendor #: 11025	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Decrease contract by \$71,845.24 and close contract		
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	(\$71,845.24)
E	New contract amount (C + D)	\$23,154.76
F	Percent of current contract value this Change Order represents (D / C)	-75.63%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-75.63%

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 \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
☐ OTHER - explain below: _____

<u>DSE</u>	<u>1/5/26</u>	<u>SP</u>	<u>1/5/26</u>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)
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