



## Request for Change Order

### Procurement Services Division

Attach copies of all prior Change Orders

CONSENT  
PW 1120  
CB 1127

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 ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:  
\_\_\_\_\_

Prepared By (Initials) DSC Phone Ext \_\_\_\_\_ Date 1/5/26 Recommended for Approval (Initials) SP Phone Ext \_\_\_\_\_ Date 1/5/26

### REVIEWED BY (Initials Only)

Buyer \_\_\_\_\_ Date \_\_\_\_\_ Procurement Officer \_\_\_\_\_ Date SP 1/12/2026

Chief Financial Officer (Decision Memos Over \$25,000) \_\_\_\_\_ Date \_\_\_\_\_ Chairman's Office (Decision Memos Over \$25,000) \_\_\_\_\_ Date \_\_\_\_\_