



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

DOT 9/16
FI+ CB 9/23

Date: Sep 4, 2025

MinuteTraq (IQM2) ID #: 25-2171

Purchase Order #: 6811-1-SERV	Original Purchase Order Date: Dec 12, 2023	Change Order #: 3	Department: Division of Transportation
Vendor Name: Ciorba Group, Inc.		Vendor #: 11025	Dept Contact: Kathleen Black Curcio
Background and/or Reason for Change Order Request:	Professional PHII Design Engineering Services for Army Trail Road Bridge over West Branch of DuPage River, Section 21-00240-09-BR Establish LN3 (FY26-1500-3500-54040-ARMYTRL_WBDRT BR) w/ \$49,885.00		
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	\$660,323.04
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$660,323.04
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$49,885.00
E	New contract amount (C + D)	\$710,208.04
F	Percent of current contract value this Change Order represents (D / C)	7.55%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	7.55%

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 1500-3500
- ☐ OTHER - explain below:

kbc	6891	Sep 4, 2025	<i>SMT</i>	6910	9/4/25
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	Date	Chairman's Office	Date		
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)			