



CONTRACT CHANGE ORDER FORM

Project Description:			
Contract #:		New Change Order #	
Project # (if applicable):		Purchase Order #	
Requested By:		Department:	

Original Budget Amount :				
Original Contract Price:				(excluding taxes)
Previous Change Orders (if applicable):				(excluding taxes)
New Change Order Description:				
New Change Order Amount: The above mentioned contract is hereby amended by the sum of: HST is additional				(excluding taxes)
Revised Contract Amount:				(excluding taxes)
New Account Number (if applicable):				
Effect on Project Delivery Date stated by Contractor in their bid (if applicable):				
New Change Order is within the Project Budget	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Purchase Order Update: Two Options	
Option 1: New Line for this Change Order is not required (check box)	<input type="checkbox"/>
Option 2: Enter a New Purchase Order Line for this Change Order (check box)	<input type="checkbox"/>

Revised Bond	
Check here if Procurement to obtain a revised bond (at discretion of department but typically requested if change order or combination of change orders exceed \$100,000)	<input type="checkbox"/>

Approval		
1. If change within the project budget, staff approval is dependent on JD Edwards approval. 2. If change exceeds project budget refer to Corporate Policy Manual for approval requirements.		
Town Staff Name	Town Staff Position	Signature
	Procurement Representative	
	Staff Member	
	Manager	
	Director	
	Commissioner	

CAO Approval		
Print Name	Signature	Date

Town Consultant (if applicable)		
Consultant Company Name	Consultant Name and Position	Signature

Contractor		
Contractor Company	Contractor Name and Position	Signature

This agreement to amend the above noted contract made this _____ day of _____, 2019.
The above Change Order is subject to the terms of the bid, inclusive of all costs and has been approved by the signing parties, having authority to bind their agency.