



CONTRACT CHANGE ORDER FORM

Contract # & Description:		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		NO

Purchase Order Update: Two Options	
Option 1: New Line for this Change Order is not required (check box)	
Option 2: Enter a New Purchase Order Line for this Change Order (check box)	

Revised Bond	
Check here if Procurement Officer is to obtain a revised bond (this is at the discretion of the department but it is to be typically requested when there is a \$100,000 change order or when a combination of change orders exceed \$100,000)	

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
	Staff Member	
	Manager	
	Director	
	Commissioner	
	C.A.O	
	Procurement Representative	

Town Consultant (if applicable)

Consultant Company Name	Consultant Name and Position	Signature

Contractor

Contractor Company	Contractor Name and Position	Signature

This agreement to amend Contract No: made this day of .

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.