



Contract Change Order

Contract Number: _____
Contract Effective Date: _____
Change Order Number: _____
Change Order Effective Date: _____

All defined terms used in this Change Order are subject to the definitions in the Contract General Conditions.

Project	
Project Title:	
Contractor/Firm:	

Summary of Change Order	
Reason for change(s):	
Description of change(s):	
Incorporates Change Order Request Number(s):	
Change in Contract Price, if any, based on payment method (check one): [See General Conditions Article 6]	<input type="checkbox"/> Unit Pricing <input type="checkbox"/> Lump Sum <input type="checkbox"/> Time and Materials \$ _____ Not to exceed \$ _____

Cost	Time
<p>This Change Order will modify the Contract Price as follows (check one):</p> <p><input type="checkbox"/> No change to Contract Price</p> <p><input type="checkbox"/> Increase Contract Price by \$ _____</p> <p><input type="checkbox"/> Decrease Contract Price by \$ _____</p> <p>The Contract Price is now:</p> <p>\$ _____</p>	<p>This Change Order will modify the Contract Time as follows (check one):</p> <p><input type="checkbox"/> No change to Contract Time</p> <p><input type="checkbox"/> Increase Contract Time by ____ calendar days</p> <p><input type="checkbox"/> Decrease Contract Time by ____ calendar days</p> <p>The deadline for Final Completion is now:</p> <p>_____</p>



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Change Order Reference Documents

Description of Document (e.g., bid schedule, schedule of values, Change Order request, RFI, field directive, etc.)	Date

- 1) Contractor will provide all labor, materials, equipment and services necessary to perform and timely complete the Work under this Change Order according to the Contract Documents and in an economic and efficient manner in the best interests of the City.
- 2) This Change Order constitutes full resolution, settlement, accord and satisfaction with respect to any and all pending or future Claims for modifications of Contract Price or extensions of Contract Time that were or may be asserted, or that could have been asserted, in connection with the Work covered by this Change Order.

If Contractor fails to promptly execute this Change Order within 10 days after it has been submitted for Contractor's signature, the City may unilaterally issue this Change Order pursuant to Article 6 of the Contract General Conditions. Contractor may dispute the terms of a unilaterally-issued Change Order, in whole or in part, by submitting a Claim within 15 days after the Change Order has been submitted and according to the dispute resolution procedures set forth in Article 12 of the Contract General Conditions. Contractor's failure to submit a timely Claim under those procedures will be deemed unqualified acceptance of this Change Order as if it were duly executed by Contractor, and any and all Claims regarding this Change Order are deemed waived.

Accepted by Contractor:		Approved by the City of Morgan Hill:	
By:		By:	
Name:		Name:	
Title:		Title:	
Date:		Date:	

*Note: This Change Order requires City Council approval if the new Contract Price exceeds the total authorized funding for the Project (original contract award plus any approved contingency amount). *The City Manager must sign this Change Order if it increases the Contract Price by more than \$20,000 or if it reduces the Project contingency amount to less than 50% of the authorized amount.*

Date _____

**The following page is
for Internal Use only.**



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Summary of Amounts Now Payable Under the Contract (For Internal Purposes Only)

Original Contract Price:	\$	Original Contingency	\$
Previous Change Orders [net adjustment]	\$	Contingency Added	\$
This Change Order	\$		
Revised Contract Price:	\$		
Paid to Date	\$	Contingency Used to Date	\$
Contract Balance	\$	Contingency Balance	\$

Change Order Document Preparer (Signature Required)

By:	
Name/Title:	
Date:	

City Staff Approval – Project Engineer (Signature Required)

By :	
Name:	
Date:	

City Staff Approval – Public Works Director (Signature Required)

By:	
Name:	
Date:	

Received by City Clerk: _____, 20____

Signed copy of this Change Order transmitted to:

☐ Contractor
 ☐ Public Works Payables
 ☐ Finance Department
 ☐ Contract File