**Contract Change Order**

|  |  |
| --- | --- |
| Contract Title:       | Contract No.:      Purchase Order No.:       |
| Vendor:       | Change Order No.:       |
| Contract Award Date:       | Completion Date:       |
| Revised Completion Date (prior to this change):       | Extension(s) of Time Previously Approved:      days  |
| Revised Completion Date (including this change):       |  |

Vendor and the Town hereby agree to modify the Contract as follows: (Attach additional pages as necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description of Change** | **Contract** | **Price** | **Contract** | **Tme** |
|  |  | **Increase** | **Decrease** | **Increase** | **Decrease** |
|       |       | $      |  $      |        |         |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

Reason for Change:

|  |  |
| --- | --- |
| Summary of Contract Amount |  |
| *Original Contract Amount*  | $      |
| Change Orders Previously Approved | $      |
| Adjusted Contract Value Prior to this Change Order | $      |
| Cost of Changes in this Change Order | $      |
| *Adjusted Contract Amount Including this Change*  | $      |
| Percentage Increase this Change Order | %      |
| Total Percent Increase to Date | %      |
| Extension of Time Allowed by this Change -  |       days |

This change order is hereby incorporated into and becomes a part of the Contract in accordance with (reference resolution or section of Procurement Ordinance).

Accepted By Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (print name of (signatory): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accepted By Town Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Alex Rey, Town Manager

Form ML-CO