**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