



**CHANGE ORDER FORM**

PROCUREMENT MANAGEMENT DIVISION

(Revised 5.1.23)

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):	

<b>Summary of Amount</b>	
<i>Original Amount</i>	\$
Change Orders Previously Approved	\$
Adjusted Value Prior to this Change Order	\$
Cost of Changes in this Change Order	\$
<i>Adjusted Amount Including this Change</i>	\$
Percentage Increase this Change Order	%
Total Percent Increase to Date	%
Extension of Time Allowed by this Change -	days

Description of Change:

[Empty box for Description of Change]

Procurement Notes:

[Empty box for Procurement Notes]

Account Number: \_\_\_\_\_

**Code of Ordinances – Chapter III Purchasing, 3-3.20 Change Orders**

*The City Manager may approve any change orders so long as the total sum of all change orders does not exceed the total amount awarded by the City Commission by more than either ten percent of the contract cost or \$50,000.00, whichever is less. The scope of any project may not be changed without prior approval of the City Commission. No increase in contract price shall be approved unless there are sufficient funds available for such purpose.*

***This change order is hereby incorporated into and becomes a part of the Contract.***

RECOMMENDED:

Tom Raihl, PE, CCM  
\_\_\_\_\_  
(Project Manager / Preparer)

By:

\_\_\_\_\_  
(Division Approval)  
 4/2/2025  
\_\_\_\_\_  
(Signature) (Date)

By: Sam Zamacona, EI  
\_\_\_\_\_  
(Department Head) (Date)

APPROVED:

By: \_\_\_\_\_  
(Finance Department) (Date)

By: \_\_\_\_\_  
(Procurement Department) (Date)

By: \_\_\_\_\_  
(Mario A. Diaz, City Manager) (Date)