



CHANGE ORDER FORM

Purchase Order Change Order ☐

Contract Change Order ☒

Title: Contract No.: NMBW C/S: ELECTRONIC BILLING & PAYMENT EB941 SOLUTIONS	Contract No.: EB941 Purchase Order No.: 260130
Vendor: invoicecloud 526445	Change Order No.: 2
Contract Award Date: 11/10/2020	Completion Date:
Revised Completion Date (prior to this change):	Revised Completion Date (including this change):

Item #	Summary of Amount	
A	Original Amount	\$ 612,000
B	Value of Change Orders Previously Approved	\$ 50,000
C	Adjusted Value Prior to this Change Order (A+B)	\$ 662,000
D	Cost of Changes in this Change Order	\$ 50,000
E	Adjusted Amount Including this Change (C+D)	\$ 712,000
F	Percentage Increase this Change Order $\frac{(E-C)}{C} \times 100$	% 7.55%
G	Total Percent Increase to Date $\frac{(E-A)}{A} \times 100$	% 16.34%

Account Number(s):

510916 533337

Description of Change:

Increase the existing InvoiceCloud Purchase Order by \$50,000.00 to cover projected payment processing fees through the remainder of Fiscal Year 2026.

Procurement Notes (For Procurement Personnel Only):

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.

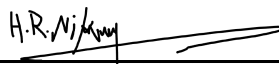
RECOMMENDED:

Ernesto Salazar

(Project Manager / Preparer)

By: Customer Service and Billing

(Division Approval) (Date)



(Department Director Name)

By:

(Department Director Signature) (Date)

APPROVED:

By:

(Finance Department) (Date)

By:

(Procurement Department) (Date)

By:

(City Manager or Designee) (Date)