

Chief Administrative Office	Date of Issue February 12, 1998 Revised July 30,2002	Expiration Date N/A	No. 15R
POLICY MEMORANDUM			
TO: ALL Divisions and Departments	Subject:		
SIGNATURE:	Standardized Format for Contract Change Orders		
COMMENTS:			

PURPOSE

This policy is intended to establish a standardized format for Contract Change Orders, which are submitted for approval to the Urban County Council.

APPLICABILITY

All departments and / or divisions which prepare Administrative Review Forms – Council Request for Action (also known as “Blue Sheets”) to request Council approval of any change order to a contract shall utilize the following format in preparing the change order for submission.

POLICY

The Urban County Council has requested that all contract change orders that are submitted for approval utilize a standardized format which describes the history of the contract’s total cost, the dollar amount of the change order being considered, the cumulative dollar amount of previous change orders, and the percentage of change to the total contract cost that has resulted / will result from previous and / or current change order(s). In accordance with that request, all contract change orders submitted for Council approval shall be accompanied by the following descriptive items:

1. A detailed cover memorandum which describes the reasons necessitating the contract change order being requested.
2. A completed Contract History Form (blank form attached), to provide the information regarding dollar amount and percentage of contract cost changes.
3. Any other supportive documentation supplied by the contractor or government staff related to the contract change order request.

In documenting the history of a contract, the responsible government staff overseeing the contract shall document and refer to contract change orders as follows:

1. All change orders to a contract shall be numbered in sequence as they are received and approved, as the contract moves forward to completion.
2. A close-out change order to any contract that has been completed shall be given the appropriate sequential number, and also labeled “Final”.

CONTRACT HISTORY FORM

Contractor: Gershman, Brickner & Bratton
Project Name: Waste Management Routing Project

Resolution: 589-2009

Responsible LFUCG Division: Division of Waste Management

CHANGE ORDER DETAILS

	<u>Summary of Previous Change Orders To Date</u>	<u>Percent Change to Dollar Amount</u>	<u>Original Contract</u>
A.	Original Contract Amount:	\$ 1,655,596	
B.	Cumulative Amount of Previous Change Orders:	\$ 66,000	$\frac{4}{\text{Line B / Line A}}\%$
C.	Total Contract Amount Prior to this Change Order:	\$ 1,721,596	
<u>Current Change Order</u>			
D.	Amount of This Change Order:	\$ 18,956.41	$\frac{1.3}{\text{Line D / Line A}}\%$
E.	New Contract Amount Including this Change Order :	\$ 1,740,552.41	$\frac{\text{ }}{\text{Line E / Line A}}\%$

SIGNATURE LINES

Project Manager: _____

Date: _____

Reviewed by: _____

Date: _____

Division Director: _____

Date: _____