**CHANGE ORDER FORM ORIGINAL CONTRACT NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NUMBER** |  | **CHANGE ORDER NUMBER** |  |
| **CONTRACTOR** |  | **DATE REQUESTED** |  |

**INSTRUCTIONS:** Supply all material, labor, equipment, tools, supplies, and all temporary, preparatory and incidental work for the following items:

**The Contract is changed as follows:**

**Quantities:**

|  |  |
| --- | --- |
| The original awarded Contract Total was | **$** |
| Net change by previously authorized Change Orders | **$** |
| The Contract Total prior to this Change Order was | **$** |
| The Contract Total will be increased by | **$** |
| The new Contract Total, if approved will be | **$** |
| The Contract Time will be increased by (in Days) |  |

**OTHER CONDITIONS AND AGREEMENTS** All other terms and conditions of said Contract that have not heretofore been modified shall be and remain the same.

**ACCEPTANCE** If the foregoing modification of said Contract is satisfactory, please note acceptance by signing below.

As the final change order, signature will denote acceptance and all sub-contractors’ acceptance of these final modifications to quantities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CITY ENGINEER** |  | **CONTRACTOR** |  | **CITY OF TOPEKA** |
|  |  |  |  |  |
| By |  | By |  | Richard Nienstedt, Interim City Manager |
| Date |  | Date |  | Date |

APPROVED AS TO FORM AND LEGALITY

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTEST**

Brenda Younger, City Clerk

01/17/2024