

**CITY OF ALACHUA  
CHANGE ORDER #\_\_\_**

**PURCHASE ORDER NO.:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**CITY:** City of Alachua, a municipality in Alachua County Florida.

**PROJECT MANAGER:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

**CONTRACTOR'S ADDRESS:** \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip

Execution of this Change Order by CITY shall serve as authorization for the CONTRACTOR to provide additional work and/or to change performance date(s) for the above project, as set out in the changed Scope of Work attached as Exhibit "A" hereto and as an addendum to the Agreement DATED \_\_\_\_\_, 2014, between CITY and CONTRACTOR and further delineated in the specifications, conditions or requirements stated in the following listed documents which are attached hereto and made a part hereof.

**ATTACHMENTS (Check all that apply):**

- DETAILED CHANGED SCOPE OF WORK FOR PROJECT
- DRAWINGS/PLANS/SPECIFICATIONS

CONTRACTOR shall provide said work pursuant to this Change Order and its attachments, which are incorporated herein. All other provisions of the Agreement shall continue in full force and effect.

**TIME FOR COMPLETION:** The work authorized by this Change Order shall be commenced upon receipt of an amended Purchase Order by CONTRACTOR.

**METHOD OF COMPENSATION:**

- (a) This Change Order is issued on a:
  - Lump Sum Basis
  - Hourly Rate Basis with a Not-to-Exceed amount
  - Hourly Rate Basis with a Limitation of Funds amount
  - Limited to change of contract performance date(s)

(b) If the compensation is based on a "Lump Sum Basis," then CONTRACTOR shall perform all work required by this Change Order for the sum of \_\_DOLLARS (\$\_\_\_\_\_). In no event shall CONTRACTOR be paid more than the "Lump Sum Fee" Amount.

- (c) If the compensation is based on an "Hourly Rate Basis" with a "Not-to-Exceed"

Amount, then CONTRACTOR shall perform all work required by this Change Order for a sum not exceeding \_\_\_DOLLARS (\$\_\_\_) CONTRACTOR'S compensation shall be based on the actual work required by this Change Order.

(d) If the compensation is based on an "Hourly Rate Basis" with a "Limitation of Funds" Amount, CONTRACTOR is not authorized to exceed the "Limitation of Funds" amount of \_\_\_DOLLARS(\$ \_\_\_) without a Change Order accepted and executed by CITY. Such approval, if given by CITY, shall indicate a new "Limitation of Funds" amount. CITY shall compensate CONTRACTOR for the actual work performed under this Change Order.

CITY shall make payment to CONTRACTOR in strict accordance with the payment terms of the above-referenced Agreement and this Change Order.

It is expressly understood by CONTRACTOR that this Change Order, until executed by CITY, does not authorize the performance of any work by CONTRACTOR and that CITY, prior to its execution of the Change Order, reserves the right to authorize a party other than CONTRACTOR to perform the work called for under this Change Order if it is determined that to do so is in the best interest of CITY.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Change Order on this \_\_\_\_day of \_\_\_\_, 2014, for the purposes stated herein.

(CONTRACTOR)

\_\_\_\_\_  
Witness

By: \_\_\_\_\_

Title: \_\_\_\_\_

CITY OF ALACHUA, FLORIDA

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Traci L. Cain City Manager