

# Agency Change Order

## Form 1: Contractor / Agency Cost Agreement

Agency \_\_\_\_\_ Program/Bureau/Division \_\_\_\_\_

### Project Identification

Contract Title/Description \_\_\_\_\_  
 Comptroller Registration # \_\_\_\_\_ Contract E-PIN # \_\_\_\_\_  
 Agency Contract # \_\_\_\_\_ Original Contract Award Amount \_\_\_\_\_

### Contractor/Consultant Information

Contractor Name \_\_\_\_\_  
 Goods/Services Provided by this Contract (e.g. Design, Construction, Construction Management, etc.)  
 \_\_\_\_\_

#### If a Construction Contract

In-House Design  
 Consultant Design Firm

### Change Order Information

Change Order # \_\_\_\_\_ Overrun/Underrun # \_\_\_\_\_  
 Overrun/Underrun Title \_\_\_\_\_

Change Order Description. *Describe the scope of the Extra Work/Overrun to be performed in this Contract Change and the method of payment for all Extra Work (use additional pages, if necessary, which will require additional Agency and Contractor signatures on the bottom of the last page of the additional pages of the Change Order Description).*

#### Contractor Use Only

**Additional pages attached**  
 No  Yes \_\_\_\_\_ page(s)

**Cost Proposal \$** \_\_\_\_\_

**Proposed Basis of Payment**  
 Lump Sum  Time & Material  
 Cost Plus Fixed Fee  Unit Price

#### Agency Use Only

**Forced Change Order**  Yes  No

**Authorized Cost \$** \_\_\_\_\_

**Authorized Basis of Payment**  
 Lump Sum  Time & Material  
 Cost Plus Fixed Fee  Unit Price

- A. Contractor shall not proceed with this work until issued a Contract Change or otherwise directed by the Commissioner. All work begun before Contract Change is registered by the Comptroller's Office is done at the Contractor's own risk.
- B. All work is subject to audit by the Engineering Audit Officer and the Office of the Comptroller.
- C. All payments for extra work must be requisitioned separately from payments for work required under the original Contract (except at Final Payments).
- D. The Contractor shall, at all times, strictly comply with all applicable provisions of federal, state, and local labor and employment laws.

### Authorized Signatures

*If the Agency Authorized Cost and Basis of Payment is the same as proposed by the Contractor, Contractor's 2nd authorized signature **IS NOT** required..*

#### Contractor Approval

*Submitted above is my cost proposal for contract change and I certify that the cost and pricing data submitted are accurate, complete, inclusive of the applicable prevailing wage rates, and current of this date.*

Contractor Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_

#### Contractor Agrees with Agency Authorized Cost

*Contractor agrees to perform the work described in this contract change in accordance with the Agency's Authorized Cost set forth above.*

Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_

#### Agency Approval

*The authorized cost above is approved. Payment will be made in accordance with the agreement and shall not exceed the authorized cost. Payment shall not be made prior to Comptroller's registration of this contract change*

Agency Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_

*Space below reserved for additional Agency comments (if required)*