



**Standard General Conditions – Article 9 Changes and Change Orders
Agreement Change Order**

X 702 (2020-02)

AGREEMENT CHANGE ORDER

DATE ISSUED:	AGREEMENT CHANGE ORDER NUMBER:	
CITY BUSINESS UNIT:	PROJECT TITLE:	
CITY REPRESENTATIVE:	PURCHASE ORDER NUMBER:	
DESIGN PROFESSIONAL (if applicable):	RFx NUMBER:	
CONTRACTOR:	CHANGE INITIATED BY:	
CITY FILE NUMBER (optional):		
CHANGE TO (select one): <input type="checkbox"/> BASE PRICE <input type="checkbox"/> CASH ALLOWANCE <input type="checkbox"/> CONTINGENCY ALLOWANCE		
INCLUDES: <input type="checkbox"/> SCHEDULE CHANGE		
<p>1. This <i>Change Order</i> is a written instruction from <i>The City</i> to the <i>Contractor</i> to perform the <i>Change</i> described herein and the <i>Contractor's</i> acknowledgement that it will perform the <i>Change</i> with the corresponding adjustment to the <i>Project Price</i> and <i>Project Schedule</i>, if any, only as may be approved by duly executed Change Order.</p> <p>2. This <i>Change Order</i> is issued pursuant to the <i>Agreement</i> entered into between <i>The City</i> and the <i>Contractor</i> and amends the <i>Agreement</i> in accordance with the terms and conditions described below and as may be set out in detail in any attached or amended <i>Drawings</i> or <i>Technical Specifications</i>. The terms used in this <i>Change Order</i>, as defined in the <i>Standard General Conditions</i>, shall have the same meanings as ascribed to those terms in the <i>Agreement</i>.</p> <p>3. The adjustments as set out below include all <i>Total Cost of Materials and Labour, Overhead Costs</i>, profit, additional bonding and insurance (if required) as described in the <i>Agreement</i>. The <i>Contractor</i> will receive payment for the <i>Change</i> only in accordance with this executed <i>Change Order</i> and the <i>Agreement</i>.</p> <p>4. All other terms, covenants and conditions of the <i>Agreement</i>, except as amended by this <i>Change Order</i>, remain in full legal force and effect.</p> <p>5. <i>Standard General Conditions, Article 9.1(1)</i>, states that <i>Change Orders</i> must be completed on this standard form. Any <i>Change Order</i> issued on an alternative form will not be approved and authorized by <i>The City</i>.</p>		
PO Line No.	Change Description as per attached Change Orders	Extra/Credit
Total of Extras and Credits		\$



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AGREEMENT CHANGE (all amounts exclude GST)			
Original Agreement Amount (PO) Subtotal	8		\$
Authorized Agreement Amount Subtotal to date			\$
Amount of this Agreement <i>Change Order</i>			\$
REVISED AGREEMENT AMOUNT (PO) SUBTOTAL	36		\$
Original <i>Scheduled Operational Date</i> (YYYY-MM-DD)	11		
Change to Schedule (in days or months)	39		
REVISED SCHEDULED OPERATIONAL DATE (YYYY-MM-DD)	40		
AUTHORIZATION			
CONTRACTOR'S AUTHORIZED REPRESENTATIVE			
	PRINT NAME	SIGNATURE	DATE
RECOMMENDED BY THE CITY'S DESIGN PROFESSIONAL (if applicable)			
	PRINT NAME	SIGNATURE	DATE
CITY REPRESENTATIVE			
	PRINT NAME	SIGNATURE	DATE
DEPT ID OWNER			
DEPT ID	PRINT NAME	SIGNATURE	DATE
DIRECTOR, SUPPLY MANAGEMENT OR OTHER AUTHORIZED SIGNATURE			
	PRINT NAME	SIGNATURE	DATE
Note: All italicized terms and expressions used on this Form X 702 are defined in The City of Calgary's most recent <i>Standard General Conditions</i> . In the event that there is a conflict in the defined terms, the meanings as ascribed in the <i>Agreement</i> shall prevail.			
ORIGINAL: Supply Management (Mail Code # 8140)			
COPY TO: Business Unit File; <i>Contractor</i> ; Law Department – Paralegal (Corporate Services, Mail Code # 8053)			



Agreement Change Order – Form Instructions

Completing the Agreement Change Order:

1. **Obtain necessary authorizations.** For an *Agreement Change Order*, the *Dept ID Owner*, *Director Supply*, *Contractor's Authorized Representative* and *City Representative* signatures are required. The *Design Professional's* signature is not mandatory to process the *Change Order*, but may be required as per your Business Unit's procedures.
2. **Identify any additional bonding/insurance requirements.** If the increase to the *Project Price* is 10% or greater pursuant to this *Change Order*, it is the *Contractor's* responsibility to notify the Law Department, Paralegal, Corporate Services. The *Contractor's Authorized Representative* should submit information on any additional insurance coverages in the *Change Quotation* as provided to the *City Representative*. The *City Representative* shall contact Risk Management (403-268-2417) to verify the need for any additional insurance and the appropriate terms.
3. **Identify supporting documentation.** Include any relevant drawings, technical specifications, budget approval documents, etc., with the original copy of the approved *Change Order*.
4. **Authorization.** No *Changes* to a *Purchase Order* will be actioned based on phone calls, emails or any other type of communication. The standard form X 702 *Agreement Change Order* must be used to capture all *Changes*, providing an audit trail of the *Changes* requested/approved.
5. **Paperwork.** The PS 395 Form is NOT required to be completed for *Agreements* awarded employing *The City's Standard General Conditions* issued after 2017.