

2020 City of London Contractor Change Order Form

Change Order Number	Tender Number	Contractor Name	Date
Project Description		Consultant	

The following submission details a request for additional payment in accordance with the above contract. This request for additional payment is not a substitute for the notification and submission requirements identified under OPS GC 3.13.03 - Claims Procedure.

Does this Change Order supersede a previously submitted Change Order? _____ (Yes or No). If yes, which Change Orders: _____.

Description/ Justification:

Basis of Payment (attach supporting Records, as defined by OPS GC 8.02.07):

Requested value of payment adjustment: \$ _____ Is additional contract time requested (Y or N)? _____

COMPLETE SECTION BELOW IF THIS WORK IMPACTED THE CONTROLLING OPERATION AND AN EXTENSION OF CONTRACT TIME IS REQUESTED

Requested Extension of Contract Time: _____ days

**Working Date Contracts: additional days approved for this work will be added to the total number of working days allotted for the Contract.*

***Completion Date Contracts: additional days approved for this work will extend the Completion Date by the equivalent number of business days beyond the Completion Date noted in the Contract.*

Description of impacts this work had to the Controlling Operation to support the requested Extension of Contract Time (include any relevant backup documentation including daily records, schedules (baseline vs. actual), etc. Attached extra pages as required:

Reason for requested Extension of Contract Time per OPSS GC 3.06.02 (select only one):

- Delay:** refer to OPS GC 3.07.
- Change in the Work:** means the deletion, extension, increase, decrease, or alteration of lines; grades; dimensions; quantities; methods; drawings; substantial changes in geotechnical, subsurface, surface, or other conditions; changes in the character of the Work to be done; or Materials of the Work or part thereof, within the intended scope of the Contract.
- Extra Work:** means work not provided for in the Contract as awarded but considered by the Contract Administrator to be essential to the satisfactory completion of the Contract within its intended scope, including unanticipated Work required to comply with legislation and regulations that affect the Work.
- Additional Work:** means work not provided for in the Contract Documents and not considered by the Contract Administrator to be essential to the satisfactory completion of the Contract within its intended scope.

Contractor

Date	Signature of Contractor
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Recommended

Date	Signature of Consultant (if applicable)	Date	Signature of Project Manager (if required)
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Checked

Date	Signature of Program Manager (if required)	Date	Signature of Financial Services
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Approved

Date	Signature of Division Manager
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