
**Division of Municipal Infrastructure
Form 5 – Contract Change Order Notice**

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September 2023

OWNER: _____ **DATE:** _____

PROJECT NAME: _____

PROJECT #: _____ **CONTRACTOR:** _____

CHANGE ORDER NUMBER: _____

.1 NOTICE

A change to the Contract is contemplated as indicated herein.

.2 PROCEDURE

The Contractor shall stipulate the effect of the contemplated change of the contract amount in Item 4 below. Where the change increases the amount of the contract, a complete cost breakdown will be returned with each copy of the document. The Contractor shall return three signed copies of this document to the Engineer for approval. Should it be decided to proceed with the work, an approved copy will be returned to the Contractor. Work shall not proceed until the written authorization is received.

.3 DESCRIPTION OF CHANGE

.4 EFFECT OF CHANGE ON CONTRACT

This change order WILL or WILL NOT (circle one) affect the approved completion date.

If the completion date will be affected, the requested increase in time to the approved completion date is:

WORKING DAYS: _____ REVISED COMPLETION DATE: _____

The change described in Item 3 above will affect the current contract amount as follows:

- No Change
- Addition to Contract including HST payable by the Owner \$ _____
- Deduction from Contract including HST payable by the Owner \$ _____

Contractor: _____ (Signature)

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Authorized Contract Amount (A)	\$ _____
Change Order Limit (greater of 10 % of A or \$15,000)	\$ _____
Previous Change Orders (B)	\$ _____
This Change Order (C)	\$ _____
New Approved Contract Amount (A+B+C)	\$ _____

Enter Motion # approving CO (required) _____

OR, Delegation of Authority (attached) _____

.5 AUTHORIZATION TO PROCEED

The Contractor is authorized to proceed with the changes for the amounts stated in Item 4 above.

DATE: _____ Consultant: _____

DATE: _____ Municipality /Owner: _____

DATE: _____ Regional Engineer: _____

(Regional Engineer's signature is assumed to be approval based on the available project funds only – no new funds are contemplated)

.6 CANCELLATION OF CONTEMPLATED CHANGE

It has been decided not to proceed with this change which is hereby cancelled.

DATE: _____ Consultant: _____

.7 NOTIFICATION TO BONDING AND INSURANCE COMPANIES

The Bonding Company and Insurance Company shall each be immediately notified by the Contractor of this change to the contract by being issued copies of the Change Order.

.8 ENCLOSED DOCUMENTS

Please attach all back up as supplied by the Contractor for the value of this change order.

List below the attachments provided:

A copy of this document signed by the Owner and Consultant, (list on next page)

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Note: Upon Regional Engineer approval, the document will be forwarded to Project Representative for processing in MSIS at which time a copy of the documents containing the Regional Engineer’s signature will be returned to the Consultant for distribution to all applicable parties.