



## CITY OF RIALTO CONTRACT CHANGE ORDER

To: (Vendor Name)  
(Address)  
(City, State & Zip)  
Tel: (XXX) XXX-XXXX  
Fax: (XXX) XXX-XXXX  
Attn: XXXX

Date: XXXX  
Project: XXXX  
Change Order No: X  
Purchase Order No: XXXX  
Account Number(s): XXX-XXX-XXXX-XXXX  
Project No & Phase: XXXXXX-XX

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### CHANGES IN WORK:

PROVIDE NARRATIVE DESCRIPTION OF THE CHANGES

### CHANGES IN COST:

#### **Increase in Contract Item at Contract Price**

LIST BID ITEMS WITH QUANTITIES INCREASING

#### **Reduction in Contract Item at Contract Price**

LIST BID ITEMS WITH QUANTITIES DECREASING

#### **New Item at Agreed Price**

LIST NEW ITEM AT AGREED LUMP SUM PRICE

#### **New Item (Extra Work)**

LIST NEW ITEM (EXTRA WORK) AT TIME & MATERIAL BASIS

**The total (increase/decrease) in cost resulting from this Contract Change Order No. X is \$XXXXXX**

### CHANGES IN CONTRACT TIME:

**Identify any changes in contract time**

### REASONS FOR CHANGE:

**Provide a clear and concise explanation for each of the changes included on this contract change order.**

Contract Change Order No. XX  
(Date)  
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SOURCE OF FUNDS:

**Funds are available in the following account(s): XXXX**

SUMMARY OF COSTS:

Original Contract Amount:	\$ XXX.XX	Original Completion Date:	XXXX
This Change Order:	\$ XXX.XX	Days Added for this CCO:	XXXX
Previous Change Order(s):	\$ XXX.XX	Previous Days Added:	XXXX
Revised Contract Amount:	\$ XXX.XX	Revised Completion Date:	XXXX

**[SIGNATURES ON NEXT PAGE]**

Contract Change Order No. XX

(Date)

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I have received a copy of this Change Order and the above AGREED PRICES are acceptable to Contractor

**(Vendor Name)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

**City of Rialto**

Recommended By:

**(Firm Name)**

\_\_\_\_\_  
**(Construction Manager Name)**

**(Title)**

\_\_\_\_\_  
Date

Reviewed By:

\_\_\_\_\_  
**(Project Manager)**

**(Project Manager Title)**

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
Savat Khamphou, P.E.,  
Interim City Engineer

\_\_\_\_\_  
Date

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Distribution:

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