

# CHANGE ORDER REQUEST FORM

**SELECT CHANGE ORDER TYPE:**

- GENERAL**
- CONSTRUCTION-----Assigned Project # Required:** \_\_\_\_\_
- CONSTRUCTION CONTINGENCY----Resolution # Required:** \_\_\_\_\_  
**Amount Approved:** \_\_\_\_\_ **Balance Remaining:** \_\_\_\_\_
- TASK ORDER -----Assigned Task Order # Required:** \_\_\_\_\_
- TASK ORDER AMENDMENT-----Amendment # Required:** \_\_\_\_\_

**Date:** 07/28/22      **New Requ #:** 44952      **Change Requisition Number #** 2

**Name of Requestor completing this form:**

Ibis Berardi



Original Purchase Order Amount	\$ 57,777.00
Change Order # 1 Amount	2,800.00
Change Order # 2 Amount	2,700.00
Change Order # 3 Amount	
Change Order # 4 Amount	
Change Order # 5 Amount	
Change Order # 6 Amount	
Change Order # 7 Amount	
Change Order # 8 Amount	
<b>New Purchase Order Amount</b>	<b>\$ 63,277.00</b>

Vendor Name	Original Requisition Number	PO Number	Original PO Amount
ALGAT ENTERPRISES INC	44707	79626	\$ 57,777.00

**REASON FOR CHANGE (Click box(s) to select):**

- Correct Freight Cost
- Cancel Line Item
- Correct Unit Cost
- Add Additional Money
- Correct Account
- Add/Delete/Change Project #
- Correct Quantity
- Liquidate Money
- Add Line Item
- Cancel Entire PO

**Other-Explain:**

Upon inspection of pipe going into home it has been determined the sewer has a pitch going the wrong way. The sewer drain in the front yard is higher than the sewer coming out from under the home. Old Clay pipe drain must be removed and new drain properly installed.

**Please make correction(s) to original PO as listed below:**

Original PO Line #	Quantity	UM	Description	Account Number	Project Number	Unit Cost	Extended Cost
2	1.00	ea	SHIP for Rehab	105-3240-554.83-00		2,800.0000	\$ 2,800.00
2	1.00	ea	CDBG for Rehab	103-3240-554.83-13		2,700.0000	\$ 2,700.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -

**THIS AMOUNT MUST BE LISTED AT THE TOP OF THIS FORM NEXT TO THE CORRESPONDING CHANGE ORDER #.**

**\$ 5,500.00**

**Change Order Justification:**

Upon inspection of pipe going into home it has been determined the sewer has a pitch going the wrong way. The sewer drain in the front yard is higher than the sewer coming out from under the home. Old Clay pipe drain must be removed and new drain properly installed. Change Order #1 for \$2,800  
On July 13, 2022 it was discovered additional plumbing work was required to complete the project, which was unforeseen. A change order request was submitted to the City for the total amount of \$2,700. To perform the required work, a change order will be necessary to add funds. Since this exceeds the previously authorized amount, City Council approval is required for this change.

\*\*\*\*Please be sure to save this Change Order Form as a PDF prior to inputting it into your requisition folder. \*\*\*\*