# Council Agenda Item Cover Sheet

**Submitting Department:**  Public Works

**Presenter at meeting:** Brenna Fall, PE

**Contact Person:** Bob Hammond **Cell Phone Number:** 319-440-1005

**E-mail Address:** r.hammond@cedar-rapids.org

**Description of Agenda Item:** Purchases, contracts and agreements

Authorizing execution of Change Order No.      in the amount of $      with [Contractor} for the [Project Name] project (original contract amount was $     ; total contract amount with this amendment is $     ).

CIP/DID #

|  |
| --- |
| **EnvisionCR Element/Goal:** ConnectCR Goal 4: Improve the function and appearance of our key corridors. |

**Background**: This is a contract change order to adjust the contract price based on the actual quantities of completed work and additional work based on contractor quotes reviewed and accepted based on the scope of work. The unit prices remain the same as originally bid and the contract price is adjusted in accordance with the provisions specified in the terms and conditions. [Insert additional information from change order document]

**Action/Recommendation:** The Public Works Department recommends approval of Change Order No.       submitted by [Contractor].

**Alternative Recommendation:** If Council does not approve the change order, payments due to the Contractor will accrue interest until approval of the Change Order occurs and payment is made.

**Time Sensitivity:** Normal

**Resolution Date:**

**Budget Information:**

**Local Preference Policy:** NA

**Explanation:** NA

**Recommended by Council Committee:** NA

**Explanation:** NA