



CITY OF RICHMOND

900 E. Broad Street
Richmond, Virginia 23219

Field Change Order Directive (FCOD)

Vendor Name: _____ FCOD No. _____
Vendor Code: _____ Contract No. _____
Department: _____ Project: _____
Division: _____ Date: _____

This Field Change Order Directive authorizes the Contractor to proceed with the proposed Change Order scope of work (as defined below) for forty-five (45) working days in order to allow for the preparation and completion of final approved and fully documented and executed Change Order documents. By signing this Field Change Order Directive, the parties certify that the work required directly results from unforeseen conditions that impact the project's delivery and schedule. All changes and work is subject to the General Terms & Conditions, Special Provisions, Technical Specifications and Drawings within the Contract Documents for the project.

Project Manager authorized field change orders are limited to \$5,000 per occurrence. Change Orders above this level must be authorized in accordance with policy and procedures established by the Director of Procurement (Purchasing Policy No. 36). In no event shall the sum total of all Change Orders under this contract exceed 20 percent of the original contract value except as provided in the aforementioned policies and procedures.

This Change Order Directive expires on (Date) _____. The Proposed Change Order Amount below is a Not-To-Exceed (NTE) amount. The scope changes to the above contract resulting in this proposed Change Order are summarized as follows:

Fiscal

Original Contract Amount: _____
Previous Adds/Deducts: _____
Current Contract Amount: _____
Proposed C.O. Amount: _____
Revised Contract Amount: _____
C.O. % Increase: _____

Time

Original Start Date: _____
Orig. Contract Period: _____
Orig. Completion Date: _____
Proposed Add: _____
Revised Contract Period: _____
Rev. Contract Comp. Date: _____
% Increase: _____

Outside Approvals

Contractor Firm

By: _____
Signature Date

Internal Approvals

Project Manager Date

Project Administrator/Supervisor Date

Agency Director (as needed) Date

Contract Specialist Date

Director of Procurement Date