

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

**Page 1 of 3**

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

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**Page 2 of 3**

**September 2023**

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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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**Page 3 of 3**

**September 2023**

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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.