

SAMPLE BILATERAL CHANGE ORDER LETTER

Exhibit _____

Date: _____ State Fiscal Year: _____ Bilateral Change Order Letter No. _____

In accordance with Paragraph _____ of contract routing number (FY) (Agency) (Routing #) between the State of Colorado Department of or Higher Ed Institution (*agency name*) (*division*) and (*contractor's name*) covering the period of (*include performance period here*) the undersigned agree that the supplies/services affected by this change letter are modified as follows:

Choice #1: Services/Supplies

Exhibit/Attachment _____, Schedule of Equipment for Maintenance or Schedule of Delivery, is amended by (*adding/deleting*) or (*increasing/decreasing*) the level of services. The term of this contract is hereby modified by (*increasing/decreasing*) the ending term date as appropriate to the change made above.

Choice #2: Price/Cost

The maximum amount payable by the State for (*service/commodity*) in Paragraph/Schedule/Exhibit/Attachment/Provision/Section _____ is (*increased/decreased*) by (\$ *amount of change*) to a new total of (\$____) based on the unit pricing schedule in Exhibit/Attachment _____. The first sentence in Paragraph_____ is hereby modified accordingly.

The total contract value to include all previous amendments, change orders, etc. is (\$_____).

Choice #3: No Cost Change

The parties agree that the changes made herein are "no cost" changes and shall not be the basis for claims for adjustment to price, cost ceiling, delivery schedule, or other terms or conditions of the contract. The parties waive and release each other from any claims or demands for adjustment to the contract, including but not limited to price, cost, and schedule, whether based on costs of changed work or direct or indirect impacts on unchanged work.

[**Include this sentence**]: The effective date of this change order is upon approval of the State Controller or (*date*), 20 __ whichever is later.

Please sign, date, and return all copies of this letter on or before _____ 20_____.

APPROVALS:

Contractor Name:

State of Colorado:
Bill Owens, Governor

By: _____
Name _____
Title _____

By: _____ Date: _____
For the Executive Director/College President
Colorado Department of/or Higher Ed Institution

ALL CONTRACTS MUST BE APPROVED BY THE STATE CONTROLLER

CRS 24-30-202 requires that the State Controller approve all state contracts. This contract is not valid until the State Controller, or such assistant as he may delegate, has signed it. The contractor is not authorized to begin performance until the contract is signed and dated below. If performance begins prior to the date below, the State of Colorado may not be obligated to pay for goods and/or services provided.

**State Controller
Arthur L. Barnhart**

By: _____
Date _____

