



# Standard General Conditions – Article 9 Changes and Change Orders Change Order – Cash Allowance or Contingency Allowance

X 701 (2020-06)

## CHANGE ORDER – CASH ALLOWANCE OR CONTINGENCY ALLOWANCE

DATE ISSUED:	CHANGE ORDER NUMBER:	
CITY BUSINESS UNIT:	PROJECT TITLE:	
CITY REPRESENTATIVE:	PURCHASE ORDER NUMBER:	
DESIGN PROFESSIONAL (if applicable):	RFx NUMBER:	
CONTRACTOR:	CHANGE INITIATED BY:	
CITY FILE NUMBER (optional):		
<input type="checkbox"/> CASH ALLOWANCE <input type="checkbox"/> CONTINGENCY ALLOWANCE		
<ol style="list-style-type: none"> <li>1. This <i>Change Order</i> is issued pursuant to the <i>Agreement</i> entered into between <i>The City</i> and the <i>Contractor</i>. The terms used in this <i>Change Order</i> are defined in the <i>Standard General Conditions</i> and have the same meanings as ascribed to those terms in the <i>Agreement</i>.</li> <li>2. This <i>Change Order</i> is a written instruction from <i>The City</i> to the <i>Contractor</i> to perform the <i>Change</i> described herein and in accordance with any attached <i>Drawings</i> or <i>Technical Specifications</i>, or both, and the <i>Contractor's</i> acknowledgement that it will perform the <i>Change</i> with the corresponding adjustment to the <i>Project Price</i>, if any, <b>only as may be approved by executed <i>Change Order</i></b>.</li> <li>3. The adjustments set out below include all <i>Total Cost of Materials and Labour</i>, <i>Overhead Costs</i> and profit. The <i>Contractor</i> will receive payment for the <i>Change</i> only in accordance with this <i>Change Order</i> and the <i>Agreement</i>.</li> <li>4. All other terms, covenants and conditions of the <i>Agreement</i>, except as amended by this <i>Change Order</i>, remain in full legal force and effect.</li> <li>5. <b><i>Standard General Conditions, Article 9.1(1)</i>, states that <i>Change Orders</i> must be completed on this standard form. Any <i>Change Order</i> issued on an alternative form will not be approved and authorized by the <i>City Representative</i>.</b></li> </ol>		
<b>PO Line No.</b>	<b>Change Description</b>	<b>Extra/Credit</b>
<b>Total of Extras and Credits</b>		<b>\$</b>



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SUMMARY OF CHANGES (all values exclude GST)		
<b>Base Price Summary</b>		
Original Base Price Subtotal	<b>1</b>	\$
Authorized Base Price Subtotal to date (refer to last X 702)	<b>12</b>	\$
<b>Cash Allowance Summary</b>		
Original <i>Cash Allowance</i>	<b>5</b>	\$
Authorized <i>Cash Allowance</i> to date (refer to last X 702)	<b>13</b>	\$
<i>Cash Allowance</i> Expenditures to date (excluding this <i>Change Order</i> )	<b>14</b>	\$
<i>Cash Allowance</i> Expenditures this <i>Change Order</i>	<b>15</b>	\$
<b>REVISED CASH ALLOWANCE BALANCE REMAINING</b>	<b>16</b>	<b>\$</b>
<b>Contingency Allowance Summary</b>		
Original <i>Contingency Allowance</i>	<b>7</b>	\$
Authorized <i>Contingency Allowance</i> to date (refer to last X 702)	<b>17</b>	\$
<i>Contingency Allowance</i> Expenditures to date (excluding this <i>Change Order</i> )	<b>18</b>	\$
<i>Contingency Allowance</i> Expenditures this <i>Change Order</i>	<b>19</b>	\$
<b>REVISED CONTINGENCY ALLOWANCE BALANCE REMAINING</b>	<b>20</b>	<b>\$</b>
<b>AUTHORIZATION</b>		
CONTRACTOR'S AUTHORIZED REPRESENTATIVE		
PRINT NAME	SIGNATURE	DATE
RECOMMENDED BY THE CITY'S DESIGN PROFESSIONAL (if applicable)		
PRINT NAME	SIGNATURE	DATE
CITY REPRESENTATIVE		
PRINT NAME	SIGNATURE	DATE
<small>Note: All italicized terms and expressions used on this Form X 701 are defined in The City of Calgary's most recent <i>Standard General Conditions</i>. In the event that there is a conflict in the defined terms, the meanings as ascribed in the <i>Agreement</i> shall prevail.</small>		
<b>ORIGINAL:</b> Business Unit File <b>COPY TO:</b> Contractor		



## Change Order – Cash Allowance or Contingency Allowance – Form Instructions

### Completing the Change Order:

1. *Change Orders* shall be used for **either** a *Cash Allowance* or *Contingency Allowance* expenditure.
2. For changes to the *Cash Allowance* or *Contingency Allowance* only the *Contractor's Authorized Representative* and *City Representative* signatures are required. Some Business Units may elect to have this form signed by their *Design Professional*; verify with your Business Unit if a signature by *The City's Design Professional* is required.
3. Include any relevant documentation to detail the work authorization breakdown regarding the change to the *Cash Allowance* or *Contingency Allowance*.
4. No schedule adjustment is to be made as part of this change. Any change that requires a schedule adjustment or an increase to the *Agreement* (PO) is considered an *Agreement Change* and requires an X 702 to be filled out.