

CITY OF NEW HAVEN CONTRACT CHANGE ORDER (CO)

1	Please provide an overview of this CO (please pay particular attention to sections 17,18,19)									
2	CONTRACT TITLE:									
3	CONTRACT #.:		CO#		CO DATE:					
4	CONTRACTOR:					VENDOR CODE:				
5	Contractor EMAIL:					PROJECT No.:				
6	CONTRACT START DATE:		DATE UNCHANGED		DATE INCREASED		DATE DECREASED		CONTRACT END DATE:	
7	FUNDING SOURCE OF CONTRACT:					C A P O #:				
8	FUNDING SOURCE CO:					C A P O #:				
:9	ORIGINAL AWARDED AMOUNT:									
10	CONTRACT AMOUNT PRIOR TO THIS CO:									
11	AMOUNT OF THIS CO:						ACTUAL		ESTIMATE	
							INCREASE		DECREASE	
12	NEW CONTRACT AMOUNT:									

13	What is the total percentage increase/decrease over the original contract, including the current CO?			%
	<i>Please place an X in one box on each line</i>	YES	NO	N/A
14	Is this Change Order a final close-out of the Contract?			
15	Has the cost of this contract been increased from the original amount?			
16	Is this a Time and Material change order because of increase/decrease funding?			
17	Is any part of this Change Order outside of the scope of the original bid documents? IF YES you MUST elaborate in memo section above			
18	Has any of the work described in this Change Order been ordered to be done? IF YES you MUST elaborate in memo section above			
19	Are there any unit prices or lump-sum amounts in this Change Order that were not taken from the Contractor's original bid for the project? If the answer is yes, approved quotes and prices, with back-up, must be appended hereto along with certification by the person who approved the reasonableness of the prices, and elaborate in memo section above			
20	COMPANY HOLDING PERFORMANCE BOND: (If Applicable)			

21	CHANGE ORDER HISTORY		CONTRACT #	
22 CO #	Date	PREVIOUS CHANGE ORDERS: DESCRIPTION in lieu of CO memo If you need more line attach a separate page	AMOUNT INCREASE	AMOUNT (DECREASE)
SUB TOTALS				
NET INCREASE / (DECREASE)				

23 ITEM	THIS CHANGE ORDER Brief description (attach quotes etc.)	AMOUNT INCREASE	AMOUNT (DECREASE)
SUB TOTALS			-
NET INCREASE / (DECREASE)			

Signature Page to follow

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	Contract Number:	CO #	DATE:

ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT REMAIN IN FULL FORCE AND EFFECT.		
DULY AUTHORIZED CONTRACTOR'S SIGNATURE:	TITLE:	DATE:

BY SIGNING BELOW, WE CERTIFY THAT THIS CHANGE ORDER HAS BEEN REVIEWED BY THE APPROPRIATE PARTIES AND FOUND TO BE IN COMPLIANCE WITH THE RULES, REGULATIONS AND POLICIES OF OUR INDIVIDUAL DEPARTMENTAL REQUIREMENTS.	
REQUESTING AGENCY DEPARTMENT HEAD SIGNATURE:	DATE
SMALL CONTRACTOR DEVELOPMENT SIGNATURE:	DATE
COMMISSION ON EQUAL (CEO) SIGNATURE:	DATE
CAPO REVISED AND APPROVED SIGNATURE:	DATE
PURCHASING AGENT SIGNATURE:	DATE
OFFICE OF CORPORATION COUNSEL: - APPROVED TO FORM & CORRECTNESS.	DATE
CONTROLLER: - CERTIFIED AS TO SUFFICIENCY OF APPROPRIATION OR AVAILABILITY OF FUNDS	DATE

<i>This section is utilized when and as needed:</i>		
24	ENGINEER/ARCHITECT:	COMPANY/FIRM:
		DATE:

05/11/2023



To: New Haven BOE

Whom It May Concern,

The Facilities Department is requesting a change order for Cintas

This memo requested under the direction of the COO.

Cintas US Communities – PO 93752374 : Mats, and mops explanation:

The original encumbered amount for this contract was figured incorrect.

The previous facilities contractor underestimated the total amount needed for the Cintas account to provide the adequate services for 2022-2023. They anticipated an expected projection of fewer schools being used this year, and that was factored in the contract amount presented. Consequently, No change had occurred.

In previous fiscal years, Cintas was allocated \$67,000.00 annually, \$22,000.00 less than the \$45,500.00 that was allocated in this year's contract.

Each year, the cost has increased based on inflation, labor, etc.

Therefore, we are requesting the additional \$30,000.00 to continue to provide the service for the remainder of this fiscal year and cover any unprocessed invoices. This is the only change order needed for this account this year.



Jeffrey McGrath
Regional Manager