

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:									

24			
	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 Kone Elevator.

This memo requested under the direction of the COO.

Kone Elevator Change Order, Kone US Communities – 93752303

Contract is currently for \$45,000.00. Yearly inspections were due, and many repairs were needed to pass the state code inspections. Operation of the elevators were halted by the inspector until all repairs were completed, we have currently a balance of \$43,918.66, but with invoices not processed and anticipated cost, we are looking to add another \$45,000.00 to cover expenses until the end of this fiscal year.

The Inspector is also requesting items that are currently required to be installed as newer codes are in place and that did not exist until now. This is the only change order needed for this account this year.

Jeffrey McGrath
Regional Manager

