

Procurement & Contracts

Contract Amendment Request Form

Please complete this Contract Amendment Request Form (ARF) and submit it to Procurement & Contracts. The complete ARF will be reviewed and processed. If the ARF is incomplete or missing necessary documentation, it will be returned to the requestor for re-submission.

Request Date Desired Date Department

Original Contract # Legistar # Draft Review Requested

Project Manager and Title

Requestor Extension Org for Counsel Billing

County Contract Administrator and Title

Project Name/Service

Consultant/Contractor

Request for Information Contact

Phone #/Ext. Email

Articles to be Amended

Revision Descriptions

- Scope
- Term
- Compensation
- Fee Schedule
- Contract Administrator
- Notices
- Other (Please Specify)

RUSH TERM EXTENTION REQUEST. CURRENT EXPIRATION DATE IS 04/10/19. REQUESTING TO EXTEND CONTRACT TERM OUT TO 12/31/19. NO ADDITIONAL FUNDS NEEDED. REQUIRED TO BE ON BOARD AGENDA FOR 04/09/19 AND TO NOT BE RETROACTIVE.

Additional Documents

Please save additional documents, along with this form, in the following directory:

\\CDADData\CDA-Shared Drive\Admin Finance Div\Contract Svcs\Request Forms\New Requests

Include the name of the Department requesting the contract in the filename(s). If you do not have access to the specified directory, attach all files, including this form, to an email and send it to the following email address.

Send an email to CDA-CSU-NewRequests@edcgov.us to notify P&C that you have requested a new Amendment.

- Scope of Work
- Fee Schedule/Billing Rates
- HR Contract Processing Form
- Cooperative or Program Supplement Agreement
- DBE Commitment Forms (completed)
- Highlighted Assessor's Parcel Map (appraisals/valuations)
- Alternate Indemnity and Justification
- Consultant/Contractor Proposal
- Emails to/from Procurement and Contracts
- Non-standard Insurance Information
- RFP/RFQ

Contract Administrator Signature

FENIX Agreement #

Department Director Signature