



CITY OF FLAGSTAFF CONTRACT SUPPLEMENTARY JUSTIFICATION

- CONTRACT ALLOWANCE
- ADMINISTRATIVE CHANGE ORDER

PROJECT NO. _____ PROJECT NAME: _____

FILE NO. _____ Project Manager: _____

CONTRACTOR/CONSULTANT: _____

PROJECT DESCRIPTION: _____

JUSTIFICATION FOR USE AND AMOUNT:

Contract Allowance Justification and Amount:

Administrative Change Order Justification and Amount:

COST/BUDGET/FUNDING SOURCE ANALYSIS:

Contract Allowance Justification and Amount:

Administrative Change Order Justification and Amount:

APPROVAL: _____ Signature _____ Date: _____

Project Manager _____ Approval Recommended _____

Program Manager _____ Approval Recommended _____

Section Head _____ Approval Recommended _____

Division Head _____ Approval Recommended _____

Definitions

Contract Allowance

Contract allowances of up to 5%, 7.5% or 10% may be added to all design and construction contracts. The allowance is based on the engineer's estimate OR the lowest responsible bid (whichever is lowest), and will be included in design contracts for recommendation of award by City Council. The allowance will also be included in the construction contracts for award by the City Council.

Contract Amount

Over \$1,000,000
\$250,000 - \$1,000,000
Below \$250,000

Contract Allowance

allowance of up to 5%
allowance of up to 7.5%
allowance of up to 10%

Administrative Change Order

Up to a ten percent (10%) Administrative Change Order (ACO) amount may be included in all design and construction contracts to be considered by the City Council. The ACO amount is up to 10% of the total contract less the Contract Allowance amount. The ACO shall not exceed \$500,000.