

## CHANGE NOTICES AND AMENDMENTS

(The authority to execute Change Notices or Amendments varies between departments and types of contracts.)

1. The County reserves the right to initiate Change Notices that **do not affect** the scope, term, Contract Sum or payments. All such changes shall be accomplished with an executed Change Notice signed by the Contractor and by (Department to determine what level of management is required to execute this Change Notice).
2. For any change which affects the scope of work, term, Contract Sum, payments, or any term or condition included under this Contract, an Amendment shall be prepared and executed by the (Department Head or his/her designee OR it may have to be executed by the Board of Supervisors).
3. The County's Board of Supervisors or Chief Administrative Officer or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Administrative Officer. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by (Department to determine what level of management is required to execute this Amendment).
4. The (Department Head or Board of Supervisors), may at his/her sole discretion, authorize extensions of time as defined in Paragraph \_\_\_ - Term of Contract. The Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract shall be prepared and executed by the Contractor and by (Department to determine what level of management is required to execute this Amendment).