



COCHISE COUNTY PROCUREMENT DEPARTMENT

1415 Melody Lane, Building C, Bisbee, AZ 85603

Phone: (520) 432-8394 Fax: (520) 432-8397

Website: www.cochise.az.gov

REQUEST FOR PURCHASE ORDER CHANGE OR CONTRACT MODIFICATION

To: Dave Seward
(Buyer or Contract Administrator)

Date: 3/27/2013

Re: Purchase Order Number or Contract No. 2013-125 Vendor: Western Emulsion

Changes are desired in above Purchase Order or Contract as follows:

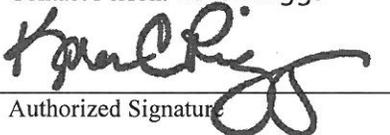
- Cancel Order
- Cancel undelivered balance of order
- Return damaged goods to vendor w/out replacement.
- Accept increase of cost by less than 10% or \$500 whichever is less, due to over shipment, freight or taxes.
- Change quantity, price or specifications of minor nature.
- Incorrect fund number
- Increase Blanket – Provide detail explanation below
- Other (Explain) Due to un-anticipated work on Foothills, San Simon, Bowie, Gleeson and IGA projects additional funds are needed to cover costs for additional oil.

Describe or itemize changes desired and reason for changes (including reason for cancellation if requested):

Department: Highways Dept

Contact Person: Karen Riggs

Extension No. 9318


Authorized Signature

To Submit the form:

1. Print out the completed form and e-mail to the appropriate Buyer or Contracts Administrator

200 tons	Foothills
400 tons	Bowie
200 tons	San Simon
300 tons	Gleason
300 tons	IGA
<hr/>	
<hr/>	
1400 tons	@ \$500 = \$700,000.00

PO#2013-125 needs to amended and increased by \$700,000