*\*\*The MODIFICATION template mirrors this version replacing the word “OPTION” with “MODIFICATION” throughout.*

*Contact: [First and Last Name] [###-###-####]*

*[contact email]*

**-[X]-OPT. [CATEGORY OF WORK] OPTION**

 ***[Department, Office]***

***Contract ID:***

 ADPICS No.:

***Contract Approved:***

***Contract Description*:**

***Option Description:***

***Awards*:**

***Contract Term*:**

***Option Term:***

***Original Amount*:**

***Option Amount:***

***Prior Options/Mods:***

***Total Contract Amount:***

***Percent +/- Change (this item):***

***Total Percent -/- Change:***

***Procurement Method*:**

***Living Wage Eligible:***

***MBE/VSBE Participation*:**

***MBE/VSBE Compliance*:**

***Performance Security*:**

***Hiring Agreement Eligible*:**

**-[X]-OPT. [CATEGORY OF WORK] OPTION** *(cont’d)*

***Requesting Agency Remarks*:**

***Fund Source*:**

***Approp. Code*:**

***Resident Business*:**

**BOARD OF PUBLIC WORKS ACTION** **THIS ITEM WAS:**

**APPROVED DISAPPROVED DEFERRED WITHDRAWN**

**WITH DISCUSSION WITHOUT DISCUSSION**