

[SAMPLE AGREEMENT AMENDMENT: Be sure to remove all brackets and language within brackets before finalizing.]

**[NUMBER] AMENDMENT TO THE AGREEMENT BETWEEN
THE COUNTY OF SHASTA AND [NAME] FOR
[REPEAT TITLE OF PROJECT FROM ORIGINAL AGREEMENT]**

This [number] Amendment is entered into between the County of Shasta (“County”), a political subdivision of the State of California, and [Name of Contractor and form of business, such as sole proprietor, a California corporation, etc.,], (“Consultant” [or “Contractor” or other identifier used in the original agreement]).

RECITALS

WHEREAS, County and Consultant have previously entered into an agreement on [date] to provide for [description of services] (“Original Agreement”); and

[If applicable] [WHEREAS, the original Agreement was amended on [date] effective [date] to [describe changes made by (“First Amendment”)]; and

WHEREAS, County and Consultant desire to amend the Agreement to [describe; e.g. “change the scope of services and compensation for the services to be provided herein and to add an Information Technology Assurance provision” or “to increase the amount compensation payable to Consultant by \$1,000. (“Second Amendment”)”]; and

[If applicable] WHEREAS, the Original Agreement and the First Amendment [or the Original Agreement, the First Amendment, and the Second Amendment] are collectively referred to as the “Agreement.”

NOW, THEREFORE, the Agreement is amended as follows:

[For each section to be amended, state:]

[I.] Section [insert number and name of section] [or Paragraph(s) [] of Section [] [title of section] of the Agreement is amended [as of the effective date of this [number] Amendment] [as of the effective date of the Agreement] [in its entirety] to read as follows:

[Then, insert number and title of section, then the text. Example:]

1. **RESPONSIBILITIES OF CONSULTANT**

[Insert all duties already completed, any still pending from current agreement or amendment, plus all new duties. Leave out any unaddressed duties you intent to drop.]

[Insert, as appropriate, any of the following, or any other sections to be amended, as well as the introductory language. Put a Roman numeral before the introductory language for each amendment.]

[II.] Section [insert number and name of section] [or Paragraph(s) [] of Section [] [title of section] of the Agreement is amended [as of the effective date of this [number] Amendment] [as of the effective date of the Agreement] [in its entirety] to read as follows:

[III.] Section [insert number and name of section] [or Paragraph(s) [] of Section [] [title of section] of the Agreement is amended [as of the effective date of this [number] Amendment] [as of the effective date of the Agreement] [in its entirety] to read as follows:

[Include the following paragraphs as appropriate, numbered with the applicable Roman numeral:]

[IV.] **REAFFIRMATION**

In all other respects, the Agreement, as amended, and any attachments, remains in full force and effect.

[V.] **ENTIRE AGREEMENT**

The Agreement, as amended, and any attachments, constitute the entire understanding between County and Consultant.

[VI.] **EFFECTIVE DATE**

Unless otherwise provided, this [number] Amendment shall be deemed effective as of the last date it is signed by both Parties.

[SIGNATURE PAGE FOLLOWS]*

[* The signature page should be all on one page. Thus, if the last page of the agreement before the signature page has more than eight lines at the bottom of the page, add this and then insert a page break.]

Updated September 2017

SAMPLE AGREEMENT AMENDMENT

IN WITNESS WHEREOF, the Parties hereto have executed this [number] Amendment to the Agreement. By their signatures below, each signatory represents that he/she has the authority to execute this [number] Amendment and to bind the Party on whose behalf his/her execution is made.

COUNTY OF SHASTA

Date: _____

_____, CHAIRMAN
Board of Supervisors
County of Shasta
State of California

[If the Chairman will sign the agreement, add:]

ATTEST:

LAWRENCE G. LEES
Clerk of the Board of Supervisors

By: _____
Deputy

*[If the Chairman will sign the agreement, or if County Counsel or
Risk Manager review is required by Administrative Policy 6-101, add:]*

Approved as to form:
RUBIN E. CRUSE, JR
County Counsel

RISK MANAGEMENT APPROVAL

By: _____

By:

CONSULTANT

Date: _____

By: _____
Name and Title
Tax I.D.#: []