

(Owner/Department)

Contract Change Order No. 1

Contract No. XXXX - (Project Name)

To: (Contractor Name), Contractor:

You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the original plans and specifications of this contract.

Description of work to be done, quantities and prices to be paid. Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. Change requested by Resident Engineer.

1. PC X; FI X	Description of change order item	INCREASE	\$ Amount
		Total Cost:	INCREASE \$ Total Amount

Contract Summary:

Original Contract: \$	Change Order Totals: \$	New Contract Cost: \$
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By reason of this order the time of completion will be adjusted as follows: **No adjustment warranted (or Add xx working days).**

Submitted by: _____ Resident Engineer Date: _____

Approval Recommended: _____ Construction Manager Date: _____

Approved by: _____ Director, General Services Date: _____

We, the undersigned Contractor, have given careful consideration to the change proposed and all of its impacts, both direct and indirect, and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices and time extensions shown above.

Acceptance Date: _____ Contractor: **(Contractor Name)**

By: _____ Title: _____

If the Contractor does not sign acceptance of this order, his attention is directed to the requirements of the specifications as to proceeding with the ordered work and filing a written protest within the time therein specified.

cc: Contractor Auditor's Office
Contract Desk Board of Directors
Resident Engineer Project Engineer