Attachment 2
SAMPLE: Contract Change Order—Use of AcPay3

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CONTRACT CHANGE ORDER

CEM-4900 (REV 05/2001) CT# 7541-3501-0

Sheet __1__ of __1__

Change Requested by: ☒ engineer ☐ contractor

CCO NUMBER	SUPPL. NUMBER	CONTRACT NUMBER	ROAD	FEDERAL NUMBER(S)
Required	Required	Required	Required	If applicable

TO
Required

contractor

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

Description of work to be done, estimate of quantities and prices to be paid. (Segregate between additional work at contract price, agreed price and force account.) 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. The last percentage shown is the net accumulated increase or decrease from the original quantity in the engineer's estimate.

Revising paragraph 2 of subsection 39-4.03D, "Charts and Records," of the *Standard Specifications*, in accordance with CPD 08-2, as follows:

"For every day of asphalt concrete production, as the Quality Control test results become available, the contractor shall provide an electronic copy of the process and quality control test results using the Caltrans' statistical evaluation program, ACPay3, available at www.dot.ca.gov/hq/construc/hma/acpay3.xls."

There will be no cost or credit to the state by reason of this change

Estimated Cost ☐ Increase ☐ Decrease $ 0.00

By reason of this order the time of completion will be adjusted as follows:

SUBMITTED BY

SIGNATURE	(PRINT NAME & TITLE)	DATE
	Name, Engineer	

APPROVAL RECOMMENDED BY

SIGNATURE	(PRINT NAME & TITLE)	DATE
	Name, Title	

ENGINEER APPROVAL BY

SIGNATURE	(PRINT NAME & TITLE)	DATE
	Name, Title	

We the undersigned contractor, have given careful consideration to the change proposed and agree, if this proposal is approved, that we will provide all equipment, furnish the 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 shown above. **NOTE: If you, the contractor, do not sign acceptance of this order, your attention is directed to the requirements of the specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

CONTRACTOR ACCEPTANCE BY

SIGNATURE	(PRINT NAME & TITLE)	DATE
	Name, Title	

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