

CHANGE ORDERSheet 1 of 1

CEM-4900 (REV 2/2014)

Change Requested by: ☐ Engineer ☒ Contractor

CHANGE ORDER NO.	SUPPL. NUMBER	CONTRACT NUMBER	CO-RTE-PM	FEDERAL NUMBER(S)
TO				

, **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 Bid Item List.

The contractor must use non-potable water instead of domestic water for construction watering.

*Delete if Extra Work***Extra Work at Agreed Lump Sum Price**

For this work the contractor shall receive and accept the agreed lump sum of \$_____. This sum constitutes full and complete compensation including all markups by reason of this change.

*Delete if Agreed Price***Extra Work at Force Account**

For this work the contractor shall receive 50 percent of the cost difference in using non-potable water.

Estimated cost: \$_____

Time Adjustment

There will be no time adjustment by reason of this change.

Estimated Cost: ☒ Increase ☐ Decrease \$

For this order, the time of completion will be adjusted as follows:

SUBMITTED BY		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
APPROVAL RECOMMENDED BY		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
ENGINEER APPROVAL BY		
SIGNATURE	(PRINT NAME AND TITLE)	DATE

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

CONTRACTOR ACCEPTANCE BY		
SIGNATURE	(PRINT NAME AND TITLE)	DATE