



CONSTRUCTION CONTRACT CHANGE REQUEST

Date: _____
Consultant: _____
To (Contractor): _____
Notice To Proceed Date: _____
Original Contract Sum: \$ _____

Project Name: _____
UWF Project No. : _____
Purchase Order No. : _____
Change Order No. : _____

Your proposal dated _____ has been accepted for making the following changes:

CHANGE ORDER JUSTIFICATION

Change Order initiated by: ☐ Owner _____ ☐ A/E: _____ ☐ Contractor: _____

State reason for each change order item:

Consultant hereby certifies that no costs are included for corrective work made necessary by error or fault attributable to Consultant.

CHANGE ORDER DESCRIPTION

INCREASE/(DECREASE)

\$

Project on Schedule?: ☐ Yes ☐ No, _____% behind schedule

Contract Time	Days	% Complete*		\$
Present Contract			Net Change Order Amount	\$
This Change			Present Contract Sum	\$
New Contract Time			New Contract Sum	\$

*SUBSTANTIAL COMPLETION DATE

This Change Order is an amendment to the Owner-Contractor Agreement, and all contract provisions shall apply unless specifically exempted. The amount and time change designated is the maximum agreed to by both the Owner and the Contractor for this change. In consideration of the foregoing adjustments in Contract Time and Contract Sum, the Contractor hereby released Owner from all Claims, demands, or causes of action arising out of the transactions, events and occurrences giving rise to this Change Order. This written Change Order is the entire agreement between Owner and Contractor with respect to this Change Order. No other agreement or modification shall apply to this contract amendment unless expressly provided herein.

Contractor _____ Date _____

Consultant _____ Date _____

Project Manager _____ Date _____

Director _____ Date _____

Assoc. V.P. Facilities Dev. & Operations _____ Date _____

Procurement & Contracts _____ Date _____
(A.V.P. signature required if over \$250,000 or over 20% of contract)

Fund Source:	P.O. Line Item:
Business Manager, Facilities Development & Operations	Date: