

SAMPLE Contract Change Order Memorandum

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

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CONTRACT CHANGE ORDER MEMORANDUM

CEM-4903 (REV 06/2006)

DATE

TO			FILE		
FROM			E.A. _____		
			CO-RTE-PM _____		
			FED NO. _____		
CCO NO.	SUPPLEMENT NO.	CATEGORY CODE: CFSB	CONTINGENCY BALANCE (including this change): \$ _____		
\$0.00 <input type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE			HEADQUARTERS APPROVAL REQUIRED? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Supplemental Funds Provided			IS THIS REQUEST IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
\$ _____					
ORIGINAL CONTRACT TIME: _____ DAY(S)	TIME ADJUSTMENT THIS CHANGE: _____ DAY(S)	PREVIOUSLY-APPROVED CCO TIME ADJUSTMENTS: _____ DAY(S)	PERCENTAGE TIME ADJUSTED (Including this change) _____ %	TOTAL # OF UNRECONCILED DEFERRED-TIME CCO'S (Including this change) _____	

THIS CHANGE ORDER PROVIDES FOR (Use additional pages as needed):

Revising Section 90-2.01, "Cement," of the Standard Specifications to conform to current requirements for limestone content.

This change is in accordance with the Division of Construction memorandum CPD 07-2, which provides blanket authorization to issue and approve this particular change.

This change has been approved under a statewide blanket prior approval by Mr. Jason Dietz, FHWA, for projects that include federal funding. A copy of the approval, dated 02/05/2007, for this change is attached.

There will be no cost or credit to the State because of this change. Contract time will not be adjusted because of this change.

CONCURRED BY:		ESTIMATE OF COST	
CONSTRUCTION ENGINEER/ BRIDGE ENGINEER	DATE	THIS REQUEST	TOTAL TO DATE
PROJECT ENGINEER	DATE	ITEMS	
PROJECT MANAGER	DATE	FORCE ACCOUNT	_____
FHWA REP.	DATE	AGREED PRICE	_____
Jason Dietz (if federally funded)	2/5/2007	ADJUSTMENT	_____
ENVIRONMENTAL	DATE	TOTAL	\$0.00 _____
OTHER (SPECIFY)	DATE	FEDERAL PARTICIPATION	
Tom Pyle, Chief Office of RPM & SC	1/26/2007	<input checked="" type="checkbox"/> PARTICIPATING <input type="checkbox"/> PARTICIPATING IN PART <input type="checkbox"/> NONE	
DATE		<input type="checkbox"/> NON-PARTICIPATING (Maintenance) <input type="checkbox"/> NON-PARTICIPATING	
HQ OR DIST. PRIOR APPROVAL BY	DATE	FEDERAL SEGREGATION (If more than one funding source or P.I.P. type)	
RESIDENT ENGINEER SIGNATURE	DATE	<input type="checkbox"/> CCO FUNDED PER CONTRACT <input type="checkbox"/> CCO FUNDED AS FOLLOWS	
		FEDERAL FUNDING SOURCE	PERCENT
		_____	_____
		_____	_____
		_____	_____

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