**Supplemental Agreement and/or Request for Construction Change   
Change Order Request #**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title/Termini: |  | | |
| Owner: |  | PIN: |  |
| Address: |  | State Project No.: |  |
|  |  | Federal Project No.: |  |
|  |  | Contract No.: |  |
| County: |  |

*Whereas,* we       with      , as a Surety, entered into a contract with      , on      , for the construction by said Contractor of the above designated contract; and *Whereas,* certain items of construction encountered, are not covered by the original contract, we desire to submit the following additional items of construction to be performed by the Contractor and paid by the Owner at the price(s) scheduled therefore below:

The purpose of this Change Order is to:

As a result of this Change Order, contract time shall:

Not Change,  Increase by       days,  Decrease by       days

|  |  |
| --- | --- |
| Original Construction Completion Time: | days (Date:     ) |
| Original Contract Amount (A):  Previously Approved Change Orders (B): | $  $ |
| Pending Change Orders (Awaiting Approval) (C):  Current Change Order Request (D):  Proposed Total Change Order Amount (B)+(C)+(D):  New Proposed Contract Amount (A)+(B)+(C)+(D): | $  $  $  $ |
| Contract Completion Time with Change Orders: | days (Date:      ) |
|  |  |

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Unit prices listed below include labor, materials, profit, overhead, and incidentals necessary to complete this work. A separate attached spreadsheet with the same information may be used in lieu of the table below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Unit** | **Current/**  **Pending Quantities** | **Revised Quantities** | **QTY Over +**  **QTY Under -** | **Contract Price** | **Net Amount Due Change** |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
|  |  |  |  |  |  | $ | $ |
| Total Net Amount Due Change | | | | | |  | $ |

Now, Therefore, We,       Contractors, and      , Surety, hereby agree to the Supplemental Agreement consisting of the above mentioned items and prices, and agree that this Supplemental Agreement is hereby made a part of the original contract and will be performed by this Contractor in accordance with specifications thereof, and that the original contract remain in full force and effect, except insofar as specifically modified by this Supplemental Agreement.

|  |  |  |
| --- | --- | --- |
| **Recommended for**  **Approval** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Engineer/CEI (Signature) | Date |
| **Approved for**  **Eligibility**  By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Local Programs (Signature) | Date |
| **Approved** By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Contractor (Signature) | Date |
| By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Surety (Signature) | Date |
| By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Owner (Signature) | Date |
|  | | |