

Change Order Proposal

Project Name: _____

Proposal #: _____

Title of Change: _____

Date: _____

Please furnish your proposal for executing the following change(s) including all associated costs and time for this revision:

Issued by: _____

Date: _____

Optional

FIELD ORDER

When signed, this is a field order to execute the above change to avoid undue delay or stoppage of work (when final costs are available complete the remainder of the Change Order Proposal prior to invoicing):

THE COST OF THE CHANGE SHALL NOT EXCEED \$ _____ WITHOUT PROPER AUTHORIZATION FROM THE UW.

Contractor: _____

Date: _____

University of Washington: _____

Date: _____

TO: UW - Capital Planning & Development

PROPOSAL

We propose to perform all changes described in the above request for a total ADDITION/DEDUCTION to the contract sum of:

_____ \$ _____

The foregoing amount covers all costs associated with this change order. All other provisions of the contract remain in full force and effect. We understand that no invoices incorporating the amount of this change will be honored prior to the performance of the work specified and return of the fully executed Change Order. If a time extension is required, critical path justification must be provided otherwise the extension will not be allowed. An addition of _____ days (calendar) is requested.

Contractor: _____

Date: _____

TO:

ARCHITECT/ENGINEER RECOMMENDATION

We have carefully examined this proposal Change Order and find it to be in order and the cost to be reasonable. We recommend it's acceptance.

Architect/Engineer: _____

Date: _____

Authorization

CHANGE ORDER

The University of Washington hereby accepts the foregoing proposal and authorized the performance and invoicing for the changes specified. This instrument constitutes a change order to the contract only when authorizing signature is affixed.

C.O. Number: _____

Recommended by: Owner's Rep: _____ Date: _____ Proj. Mgr: _____ Date: _____

Authorized by: Owner's Rep: _____ Date: _____

Change Order Transmittal



To: _____ Date: _____
Contract Number: _____
Change Order Number: _____

The contract has been revised as follows:

COP #	Amount

Original contract sum

Sum of changes by previously authorized change orders

Contract sum prior to this change order

Contract value will be changed by this change order in the amount of

New contract sum including this change order

Contract duration will be changed by

Date of substantial completion as of this change order

BY: _____ CC: Capital Projects Accounting