CONTRACT CHANGE ORDER

Change Order No. _____ **Date** _____ **DCM (BC) No.** _____

TO (*Contractor*)**:** Co. Name: Address:	**PROJECT:**

TERMS: You are hereby authorized, subject to the provisions of your Contract for this project, to make the following changes thereto in accordance with your proposal(s) dated _____

_____.

FURNISH the necessary labor, materials, and equipment to (*Description of work to be done or changes to be made. If the description is continued in an attachment, identify the attachment below*):

Description continued from Page 1:

ORIGINAL CONTRACT SUM $ _____

NET TOTAL OF PREVIOUS CHANGE ORDERS $ _____

PREVIOUS REVISED CONTRACT SUM $ _____

This change order will ☐ **increase** ☐ **decrease the contract sum by** $ _____

REVISED CONTRACT SUM, INCLUDING THIS CHANGE ORDER $ _____

EXTENSION OF TIME resulting from this Change Order ☐ None *or* _____ Calendar days.

The Owner certifies this Change Order was executed in accordance with the provisions of Title 39, Code of Alabama, 1975, as amended.

APPROVALS

By _____ Date: _____
Governor (State Agency projects except ABRFA, AIDB & USSRC)

By _____
Secretary of State (Conservation projects only)

By _____
Add'l Agency, Title:

_____
Architectural/Engineering Firm

Recommended By _____
Signature

Name & Title _____

ALABAMA DEPARTMENT OF FINANCE,
REAL PROPERTY MANAGEMENT (RPM),
DIVISION OF CONSTRUCTION MANAGEMENT (DCM)

By _____
Finance Director (Finance, sub-Finance & ABRFA projects only)

By _____
RPM Director (Finance, sub-Finance & ABRFA projects only)

By _____
DCM Director (all State Agency projects)

Reviewed By _____
DCM Contract Administrator (all State Agency projects)

CONTRACTING PARTIES

_____
Contractor Company

By _____
Signature

Name & Title _____

_____
Owner Entity

By _____
Signature

Name & Title _____

Additional Owner Entity signature space if needed:

_____
Owner Entity

By _____
Signature

Name & Title _____

The Awarding Authority/Owner certifies that funds are available in the amount required for this Change Order.

CONSENT OF SURETY (for additive $ change orders only)

_____
Surety Company

By _____
Signature (Attach current Power of Attorney)

Name & Title _____

Review/Signature flow: Architect/Engineer (prepare documents) > Contractor (review and sign) (> Surety for additive $ changes only [sign]) > Architect/Engineer (review and sign) > Owner (review and sign) > RPM/DCM (review and sign) > Finance-Legal (> Finance, Finance sub-Agencies & Alabama Building Renovation Finance Authority [ABRFA] projects then go to Finance Director [review and sign]) > Governor (review and sign) (> Conservation projects then go to Secretary of State [review and sign]) > DCM (distribute fully executed Change Order to all parties). Note: Transportation inserts an additional signature sheet.