

CONTRACT CHANGE ORDER

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

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