**SE-381, Page 2 CHANGE ORDER REQUEST NO.:**

**CHANGE ORDER REQUEST SUMMARY – MINOR CONSTRUCTION**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**CONTRACTOR:**

**This Contract is requested to be changed as follows:** *(Insert description of change in space provided below**.)*

**ADJUSTMENTS IN THE CONTRACT TIME:** Requested Change in Days for this Change Order:      Days

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **(1)****Contractor** | **(2)****Subcontractor** | **(3)****TOTAL** |
| **Direct Costs** (provide back-up, including hourly rates, invoices, manhours, etc.) |  | Labor |  |  |  |
|  | Materials (including Sales Tax) |  |  |  |
|  | Rental Charges |  |  |  |
|  | Subtotal Direct Costs(sum lines 1 – 3) | **$ 0.00** | **$ 0.00** | **$ 0.00** |
| **Contractor Markup** (per AIA A201, Section 7.1.5) |  | Contractor OH&P(Not to Exceed 17% of line 4, col 1) |  |  |  |
|  | Subcontractor’s OH&P(Not to Exceed 17% of line 4, col 2) |  |  |  |
|  | Contractor markup on Subcontractor(Not to Exceed 10% of line 4, col 2) |  |  |  |
|  | Total Contractor Markup(sum lines 5 – 7) | **$ 0.00** | **$ 0.00** | **$ 0.00** |
| **Additional Bonding, Insurance and Permit Costs Associated with Change Order** |  | Bonds |  |  |  |
|  | Insurance |  |  |  |
|  | Permits, Licenses or Fees |  |  |  |
|  | Subtotal (sum lines 9 – 11) | **$ 0.00** | **$ 0.00** | **$ 0.00** |
| **TOTAL** |  | Change Order Cost(sum lines 4, 8, 12, col 3) |  |  | **$ 0.00** |

**ADJUSTMENTS IN THE CONTRACT SUM:** Requested Amount of this Change Order: **$**

**CONTRACTOR ACCEPTANCE:**

**BY: Date:**

*(Signature of Representative)*

**Print Name of Representative:**

**A/E RECOMMENDATION FOR ACCEPTANCE:**

**BY: Date:**

*(Signature of Representative)*

**Print Name of Representative:**

**AGENCY ACCEPTANCE:**

**BY: Date:**

*(Signature of Representative)*

**Print Name of Representative:**

**Instruction to Contractor:** Attach documentation as needed to justify the requested change to the contract and submit to A/E or Agency.