**SE-381 CHANGE ORDER NO.:**

**CHANGE ORDER TO MINOR CONSTRUCTION CONTRACT**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**CONTRACTOR:**       **CONTRACT DATE:**

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

|  |
| --- |
| **ADJUSTMENTS IN THE CONTRACT SUM:** |
| **1.** | **Original Contract Sum:** |  | $       |
| **2.** | **Change in Contract Sum by previously approved Change Orders:** |       |  |
| **3.** | **Contract Sum prior to this Change Order** |  | $ 0.00 |
| **4.** | **Amount of this Change Order:** |       |  |
| **5.** | **New Contract Sum, including this Change Order:** |  | $ 0.00 |
| **ADJUSTMENTS IN THE CONTRACT TIME:** |
| **1.** | **Original Substantial Completion Date:** |  |       |
| **2.** | **Sum of previously approved increases and decreases in Days:** |       | Days |
| **3.** | **Change in Days for this Change Order** |       | Days |
| **4.** | **Total Number of Days added to this Contract including this Change Order** |  |  0 Days |
| **5.** | **New Substantial Completion Date:** |  |       |

**CONTRACTOR ACCEPTANCE:**

**BY: Date:**

*(Signature of Representative)*

**Print Name of Representative:**

**A/E RECOMMENDATION FOR ACCEPTANCE:**

**BY: Date:**

*(Signature of Representative)*

**Print Name or Representative:**

**AGENCY ACCEPTANCE AND CERTIFICATION:**

I certify that the Agency has authorized, unencumbered funds available for obligation to this contract.

**BY: Date:**

*(Signature of Representative)*

**Print Name of Representative:**

Change is within Agency Construction Contract Change Order Certification of: **$**       **Yes [ ]  No [ ]**

**APPROVED BY:**  **DATE:**

*(OSE Project Manager)*

**SUBMIT THE FOLLOWING TO OSE**

1. SE-381, fully completed and signed by the Contractor, A/E and Agency;
2. Detailed back-up information, with OH&P shown, from the Contractor/Subcontractor(s) that justifies the costs and schedule changes shown.
3. If any item exceeds Agency certification, OSE will approved the SE-381 and return to Agency.